

DO • IT • YOURSELF ACCOUNTING

THE
CLAN
• PRACTICAL •
ACCOUNTANT™

The ideal accounting package for
home, school and business



Backup
Disk
Included

Apple II Series
Franklin Ace 2000 Series

64 K

2 Drives

Recommended but not required:
printer, 80 col. card.

ISBN 0-926846-14-0

SIR-TECH

Tax deductible

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SIR-TECH



All you'll ever need to keep your clan's pennies accounted for.

**4 levels of instruction tailored to
any level of experience.**

In the Clan Practical Accountant (or CPA), we've included 4 easy-to-understand booklets that will lead you through the basics of computers and accounting. Also included are a comprehensive reference manual and answers to questions about the more sophisticated aspects of the program.



**A wall chart of menus that lets you know
exactly where you are at a glance.**

This poster also shows the unique screen locator codes which allow you to easily move to the screen of your choice. Of course you can always return to the Main Menu with one keystroke.



A sample *chart of accounts* and *sample data* to get you comfortable with CPA.



**Sample program disks for unlimited practice,
experimentation or just showing off.**

Produce a professional balance sheet
for your business and personal affairs.
Know what you or your business is
really worth. Now it's easy with CPA!

An excellent tool for teaching double
entry accounting.

SIR-TECH

Sir-tech Software, Inc.

P.O. Box 245, Charlestown Ogdensburg Mall, Ogdensburg, NY 13669

ISBN 0-926846-14-0

Printed in Canada

Now, on one page, you can easily find your bottom line.

You won't need any additional software to produce these 4 main types of reports. The Clan Practical Accountant (or CPA) tracks all asset, liability, income and expense accounts. You get a complete instant picture of your overall financial condition - a professional financial statement including net worth figures for each month.

No two clans are alike - so CPA gives you complete flexibility. Departments and accounts - business and personal - can be named, renamed or changed any time you like. See reports by area of activity, by month or see the total consolidated picture.

Tailor report formats to suit your existing accounting system.

Run CPA with or without a printer with 40 or 80 column screen displays.

Saving time is important too. CPA performs a fully-automated carry forward of all account balances a disk to a new one.

A check entry system that allows for fast data entry for seldom-changed items.

CPA can print only that information which you require. There's no need to run a full report if you're only interested in a small portion.

Up to 20 liquid asset (bank accounts, etc) can be stored on the same data disk.

On the Apple II version, up to 2400 transactions can be stored on each data disk. Over 4,000 transactions can be stored on the IBM version. You'll also be shown how much space is left on the data disk.

Your books are protected. You have the option to use a password for extra data security.

On-line data storage protects data from loss due to power failure.

Our clan stands behind your clan. We take customer support seriously! Clan Sir-tech has sold over 1 million software products worldwide and, in so doing, has developed policies and procedures to keep our many customers satisfied.

• Our 90-Day Warranty replaces, free-of-charge, any damaged or unreadable program disk.

• 5-day-a-week Hotline will help you to get the most out of CPA.

Date shown when report printed
Up to 12 months
all on one page

Your fiscal year end
Data with up to 10 subtotals

Include up to 128 accounts

Transaction credited or debited to this account number

Deposits not credited to bank account
Indicates the item is outstanding

Checks not cleared yet

Monthly Report

Account	Jan	Feb	Mar	Apr	May	Jun
1000000000	2041	2562	2841			
1000000001	199	2011	2412			
1000000002	2412	2412	2412			
1000000003	4682	7485	4761			

Assets & Liabilities

Account	Jan	Feb	Mar	Apr	May	Jun
1000000000	254	43	129			
1000000001	395	613	665			
1000000002	39	130	0			
1000000003	779	786	796			

Assets & Liabilities

Account	Jan	Feb	Mar	Apr	May	Jun
1000000000	107	174	113			
1000000001	120	75	25			
1000000002	227	249	139			
1000000003	275	275	275			
1000000004	315	315	315			

Assets & Liabilities

Account	Jan	Feb	Mar	Apr	May	Jun
1000000000	1642	1837	1589			
1000000001	2990	5640	3172			
1000000002	1324	2556	3076			
1000000003	7060	4381	8263			
1000000004	12266	15856	35000			

Assets & Liabilities

Account	Jan	Feb	Mar	Apr	May	Jun
1000000000	38498	38498	38498			
1000000001	18320	18320	18320			
1000000002	2650	2650	2650			
1000000003	8150	8150	8150			
1000000004	115700	115700	115700			

List of outstanding checks and deposits

Check	Amount	Check	Amount
1000000000	359.17	20	14
1000000001	472.90	21	309
1000000002	3785.00	25	300

Assets & Liabilities

Account	Jan	Feb	Mar	Apr	May	Jun
1000000000	0	-6500.00	16	411		
1000000001	9	-698.54	18	413		
1000000002	9	-357.18	22	406		
1000000003	10	-290.00	23	402		
1000000004	11	-271.67	24	402		
1000000005	12	-45.60	26	402		

Transaction by Account Number

Transaction by Account Number

Trans. Date	Account	Amount	Trans. Date	Account	Amount
1/1/86	1000000000	299	1/1/86	1000000000	299
1/1/86	1000000001	304	1/1/86	1000000001	304
1/1/86	1000000002	400	1/1/86	1000000002	400
1/1/86	1000000003	139	1/1/86	1000000003	139
1/1/86	1000000004	307	1/1/86	1000000004	307
1/1/86	1000000005	413	1/1/86	1000000005	413
1/1/86	1000000006	306	1/1/86	1000000006	306
1/1/86	1000000007	412	1/1/86	1000000007	412
1/1/86	1000000008	287	1/1/86	1000000008	287
1/1/86	1000000009	408	1/1/86	1000000009	408
1/1/86	1000000010	306	1/1/86	1000000010	306
1/1/86	1000000011	130	1/1/86	1000000011	130
1/1/86	1000000012	411	1/1/86	1000000012	411
1/1/86	1000000013	413	1/1/86	1000000013	413
1/1/86	1000000014	299	1/1/86	1000000014	299
1/1/86	1000000015	105	1/1/86	1000000015	105
1/1/86	1000000016	100	1/1/86	1000000016	100
1/1/86	1000000017	100	1/1/86	1000000017	100
1/1/86	1000000018	100	1/1/86	1000000018	100
1/1/86	1000000019	299	1/1/86	1000000019	299
1/1/86	1000000020	200	1/1/86	1000000020	200

Department Report: provides a detailed financial status for up to 8 different areas of activity - separately or consolidated

Department Report: provides a detailed financial status for up to 8 different areas of activity - separately or consolidated

Account	Jan	Feb	Mar	Apr	May	Jun
1000000000	27847	0	0	0	0	0
1000000001	0	9487	0	8460	5650	3200
1000000002	0	9969	0	19200	0	0
1000000003	27847	9969	9487	19200	8460	5650
1000000004	532	0	3613	0	1206	260
1000000005	5935	0	1193	0	700	98
1000000006	645	0	0	0	0	0
1000000007	1890	0	260	0	0	0
1000000008	1719	0	202	0	0	0
1000000009	0	0	0	0	4990	0
1000000010	3609	0	462	0	4990	0
1000000011	0	0	3300	0	500	0
1000000012	3000	0	0	0	0	0
1000000013	925	0	0	0	0	0
1000000014	3099	0	0	0	0	0
1000000015	1144	0	0	0	0	0
1000000016	18089	0	8768	0	2486	5348
1000000017	8958	9969	719	19200	5974	302
1000000018	13020	0	0	0	0	1805
1000000019	1996	1987	719	19200	5974	5292
1000000020	1996	1987	719	19200	5974	5292

Up to 128 accounts or as few as 4
Individual entries up to \$999,999.99
Bank account deposit
Up to 8 departments
Asterisk indicates amount changed after bank account was reconciled

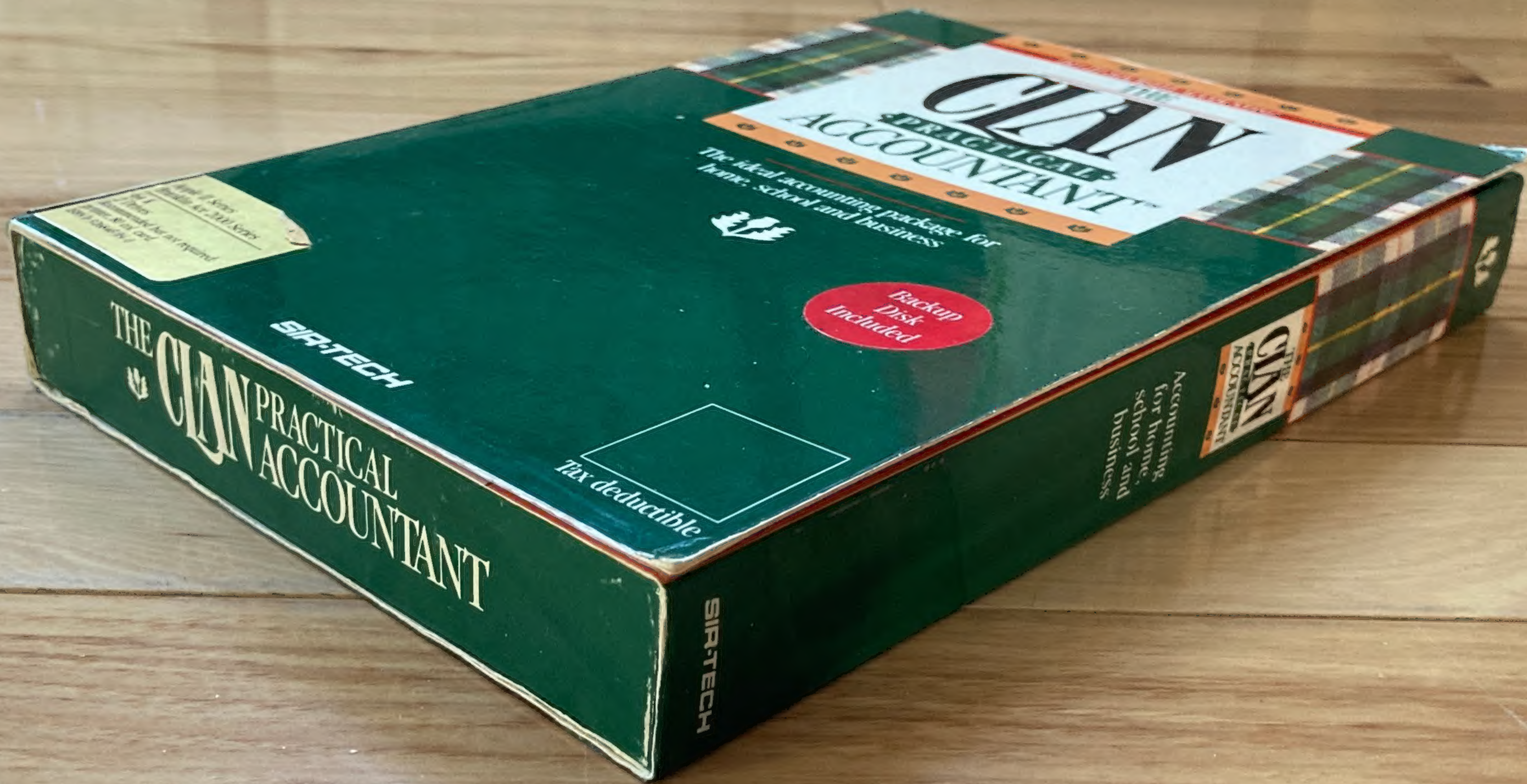
Automatic transactions - which you select to be weekly, bi-weekly, twice monthly, monthly or quarterly
Subtotals & totals up to \$99,999,999.99
Account may be renamed or renumbered any time you like
Record number
Date under which opening balances are entered
Journal entries which are not recorded in bank account

Financial statement of each department


Consolidated statement with a total of all departments

Add your own Personal Affairs Department - and keep it on the same disk - with reports produced separately or with your business

The printouts on these pages are actual reports printed by CPA.






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ACCOUNTANT

**All you'll ever need
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pennies accounted for.**

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and accounting. Also through the basics of computers
reference manual and answers to questions about
the more sophisticated aspects of the program.

 A wall chart of menus that lets you know
exactly where you are at a glance.
This poster also shows the unique screen layout
codes of your choice. Of course you can always
return to the Main Menu with one keystroke.

 Sample program disks for individual programs
able to get your computer up and running
expensive programming or just showing off.

 For your business and personal files,
with words. You'll save with 670
in working with the program.

 Take a look at the Clan Practical Accountant
to see how it can help you.

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[illegible]

A wall chart of income that lets you know exactly where you are at a glance.

This poster also shows the unique screen locator code which allows you to easily move to the screen of your choice. (Of course, you can always return to the Main Menu with one keystroke.)

A sample chart of accounts and so on.

Program disks for documentation or

Sample program disks for unlimited practice:
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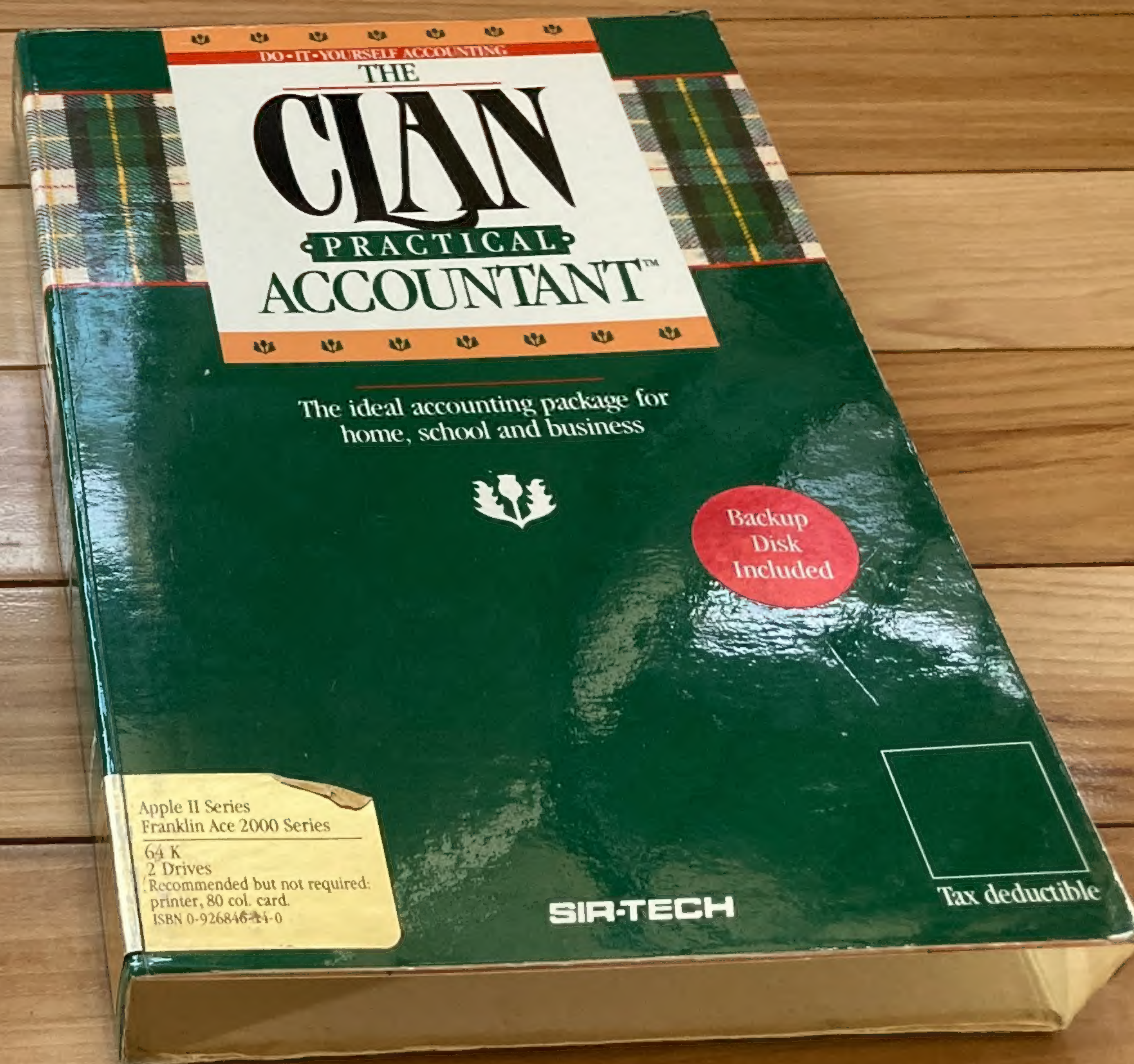
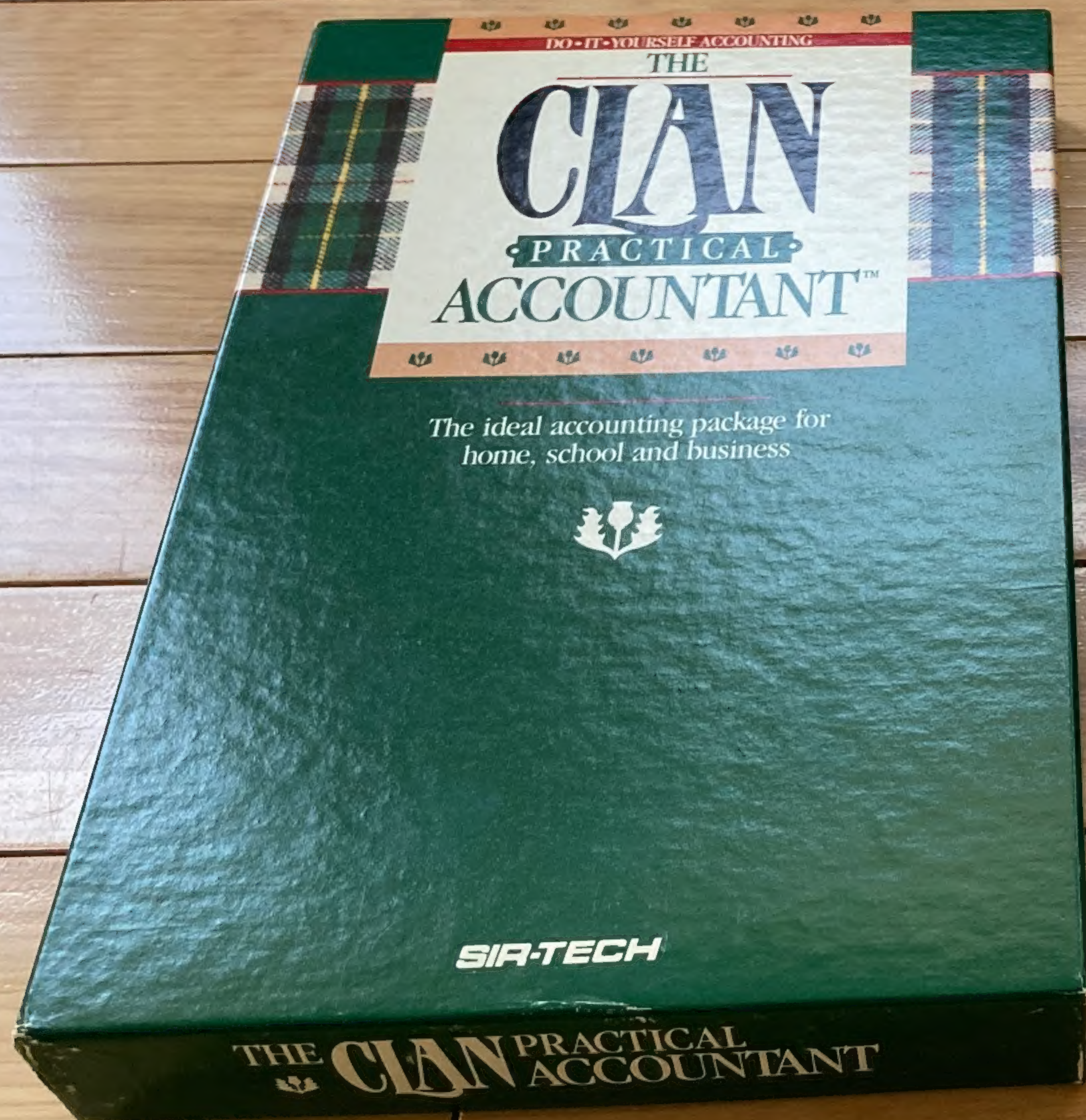
THE CLEAN PRACTICAL ACCOUNTANT

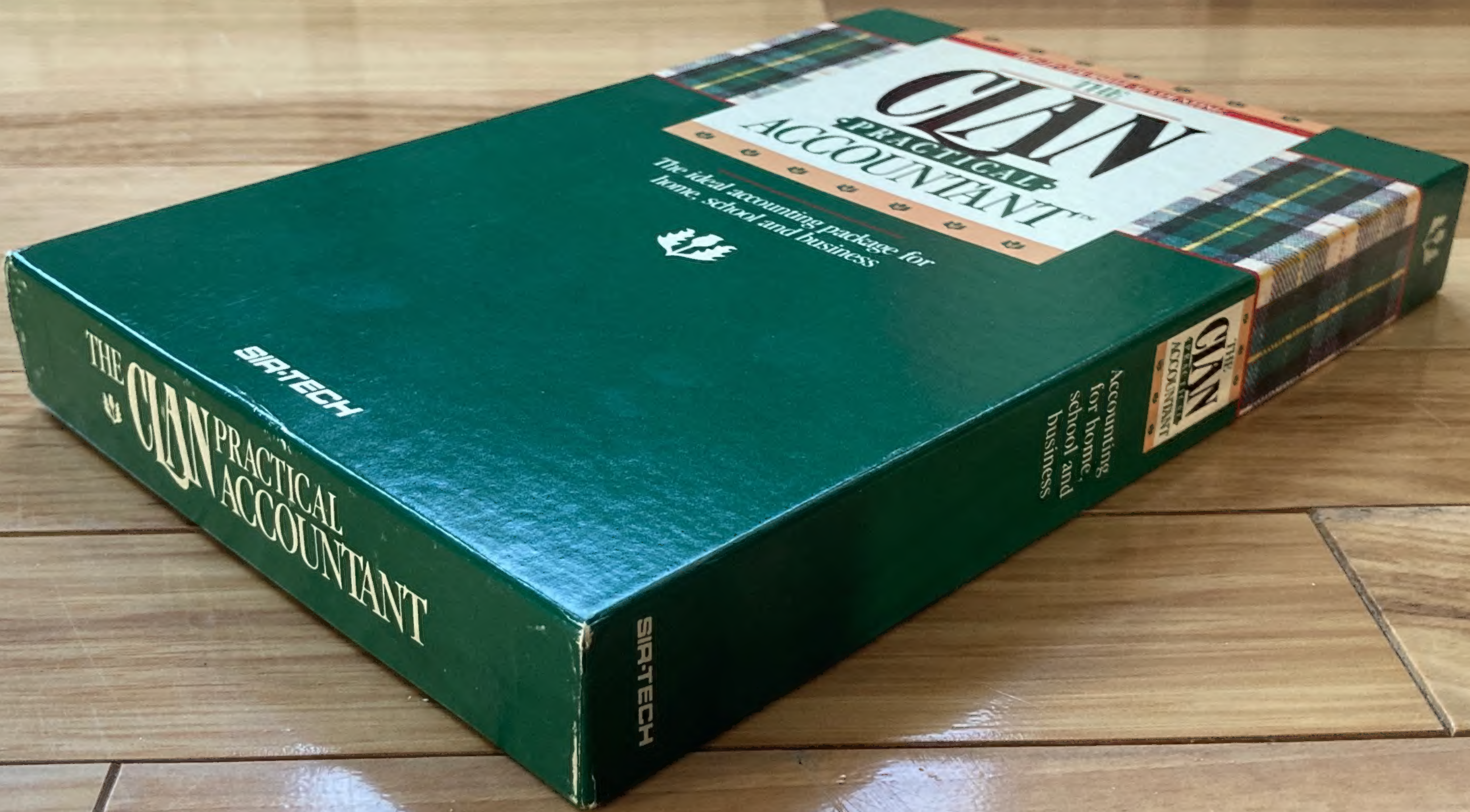
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Accounting
for home,
school and
business

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Apple II Series
Franklin Ace
2000 Series
2 Drives
64 K





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**All you'll ever need
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4 levels of instruction tailored to
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will lead you through the basics of bookkeeping
and accounting. Also included are 4 comprehensive
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A well-charted of menus that lets you know
exactly where you are at a glance.
This poster also shows the unique, step-by-step
rules which allow you to get a computer
even if you don't have one. (Of course, you can get a
return to the Allen. When you wish, you can have
a sample chart of accounts and sample
sample program disks for unlimited programs.

Sample program disks for unlimited programs.
Lead to get your computer with a PA
type program or just without it.

Sample program disks for unlimited programs.
Lead to get your computer with a PA
type program or just without it.

...the most comprehensive and complete
...with a balance sheet and a profit and loss statement
...the most comprehensive and complete
...with a balance sheet and a profit and loss statement
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Print a professional balance sheet
for your business and personal affairs.
Know what you or your business is
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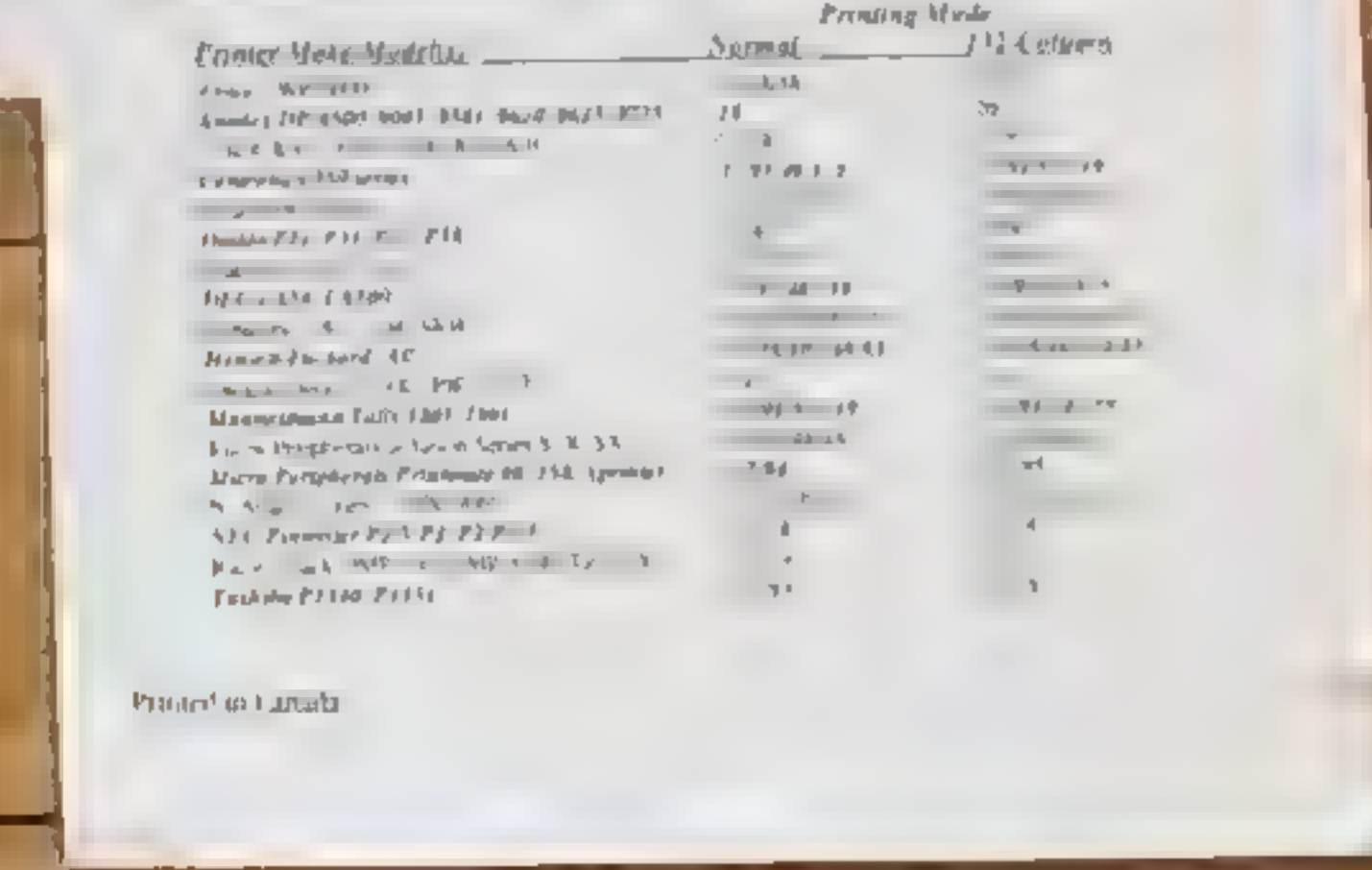
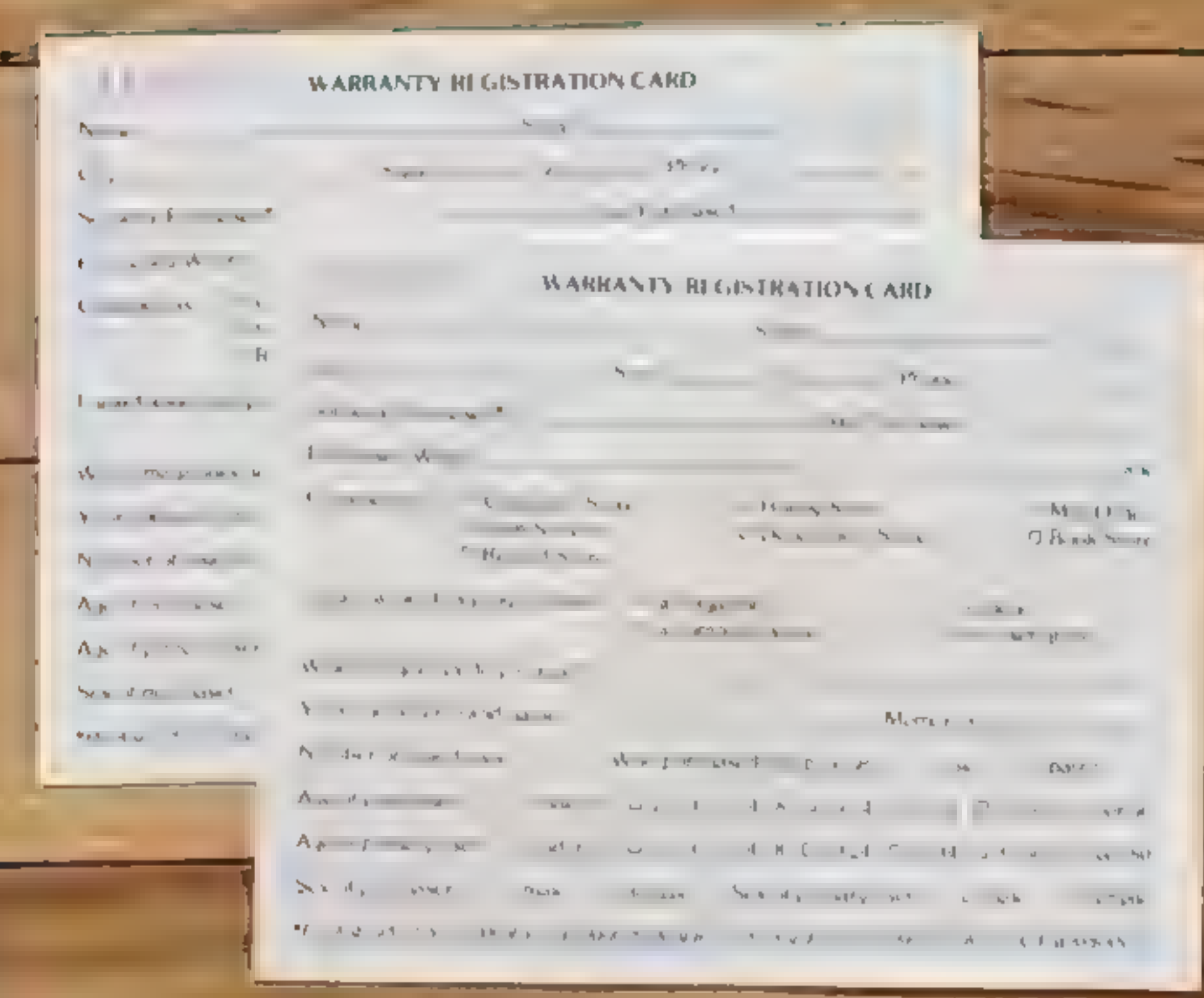
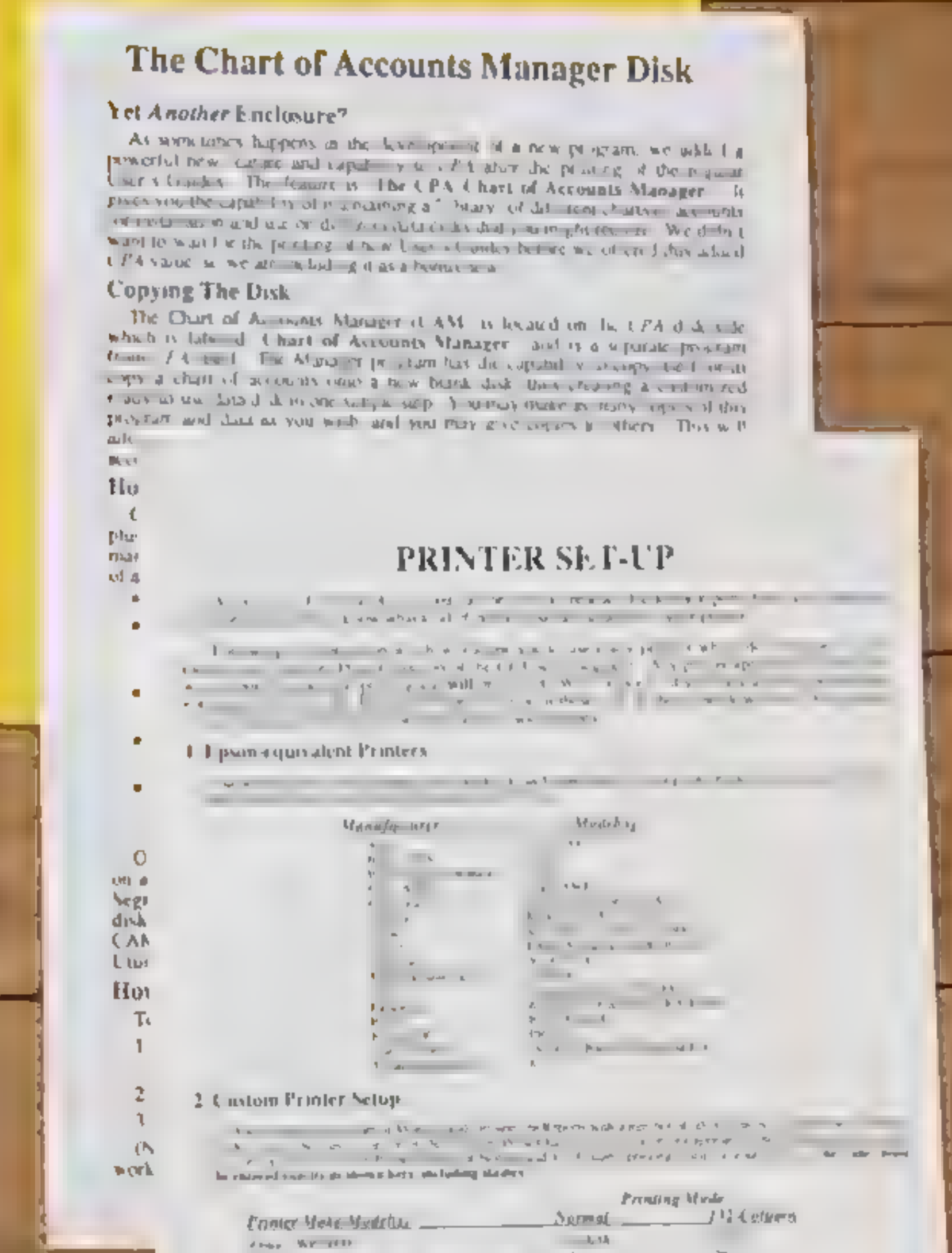
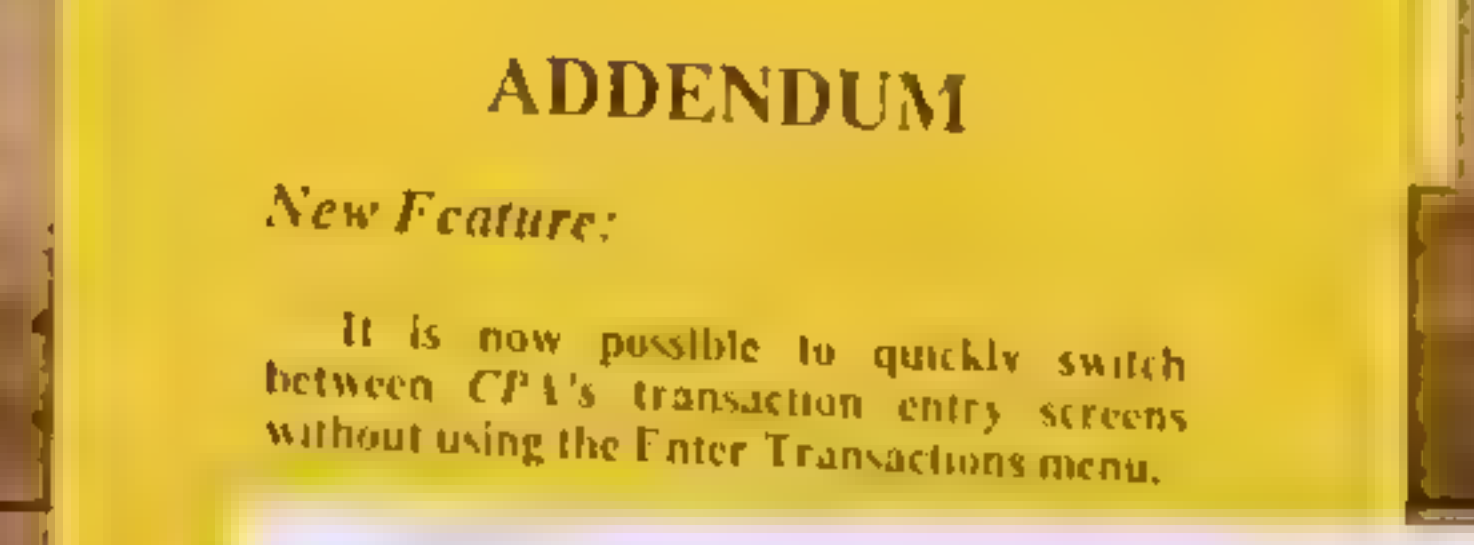
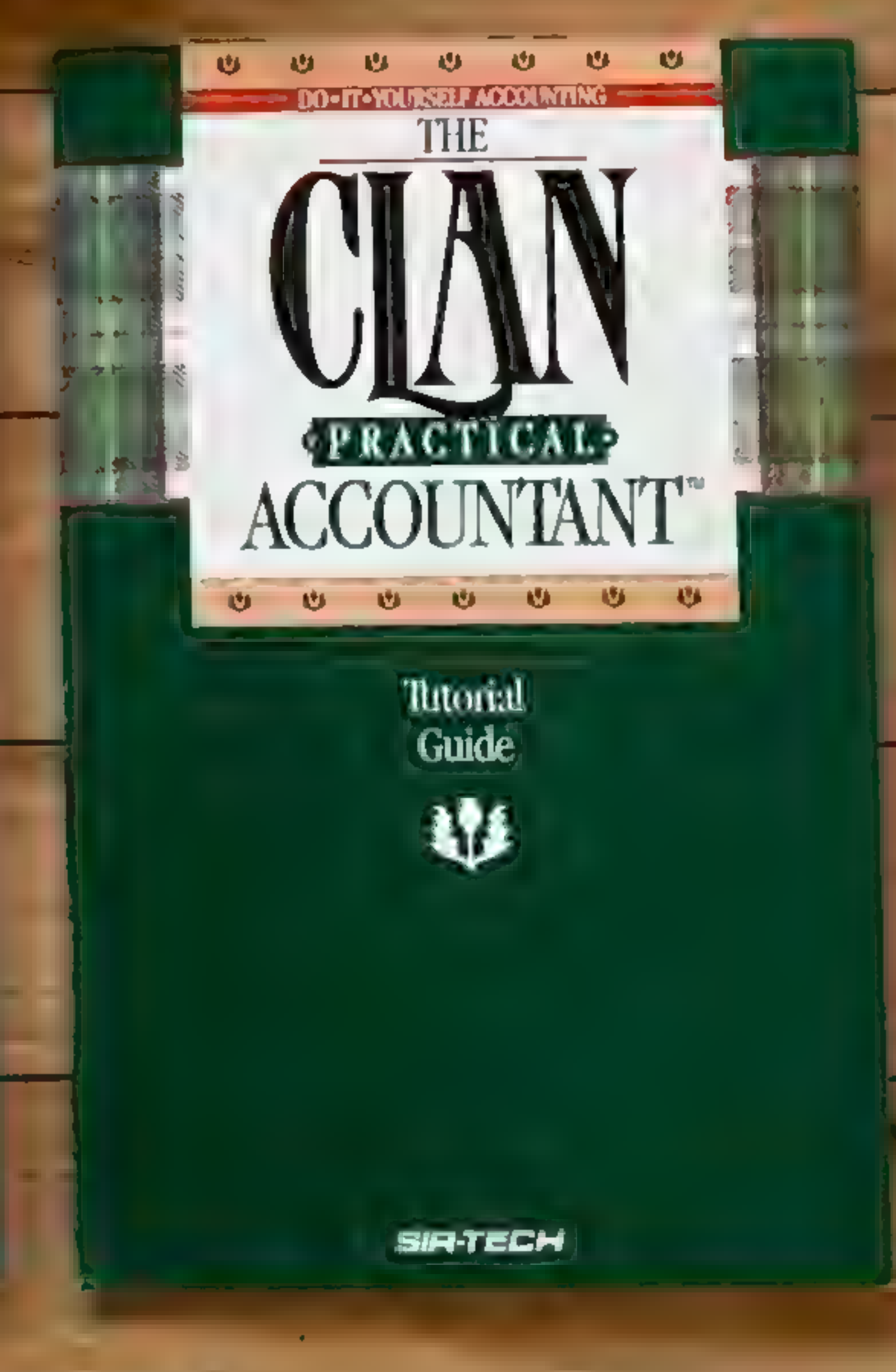
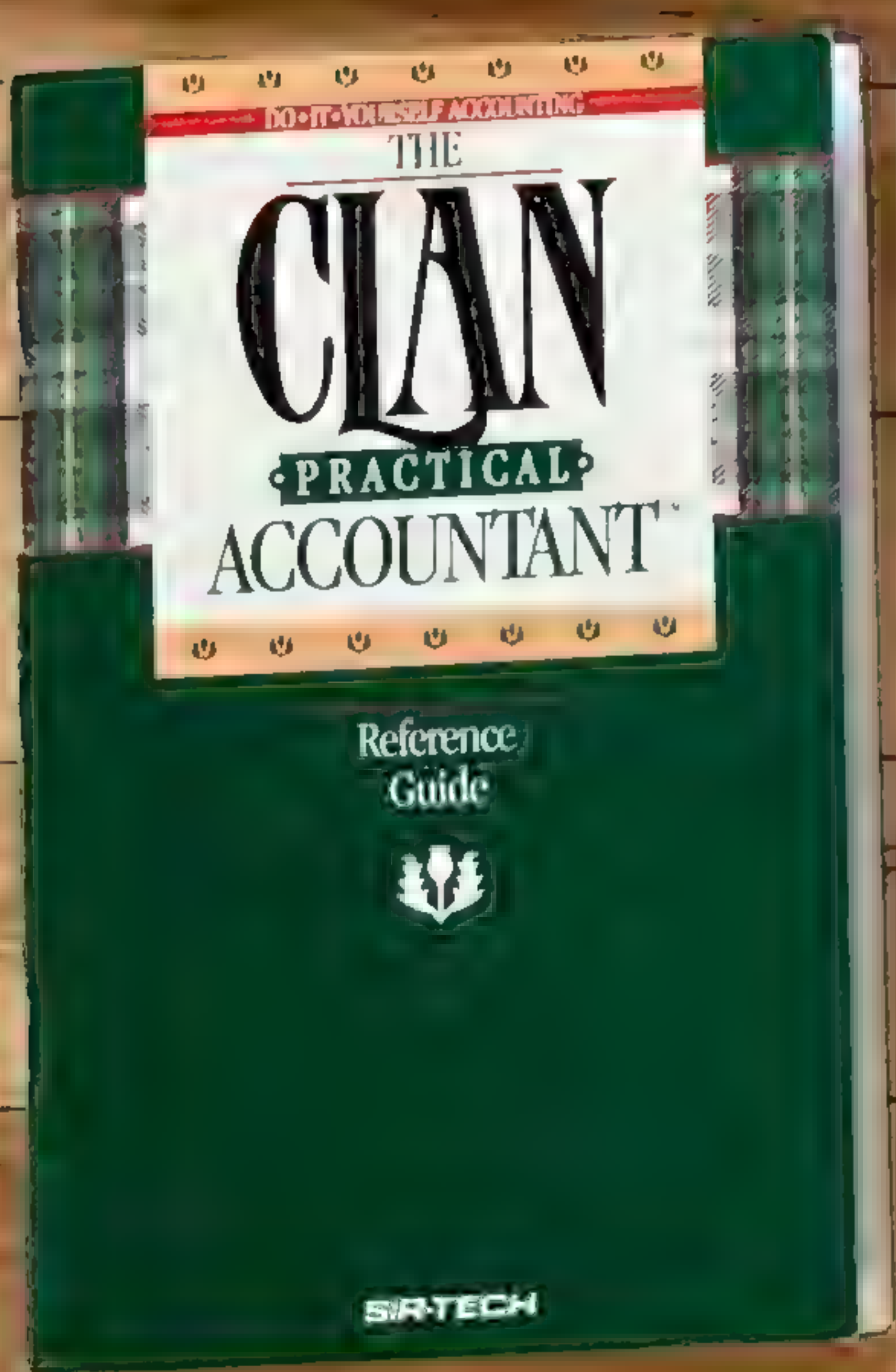
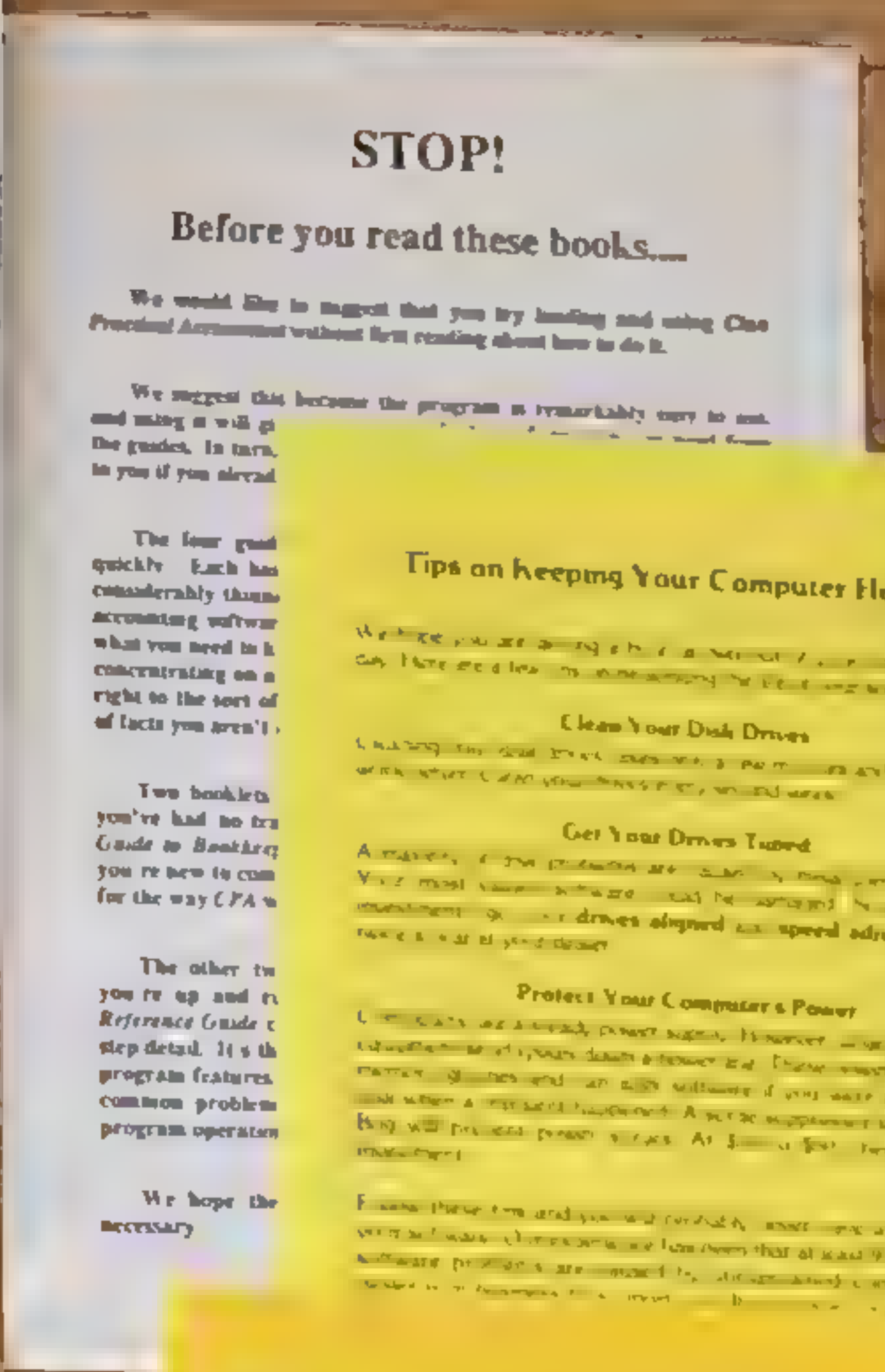
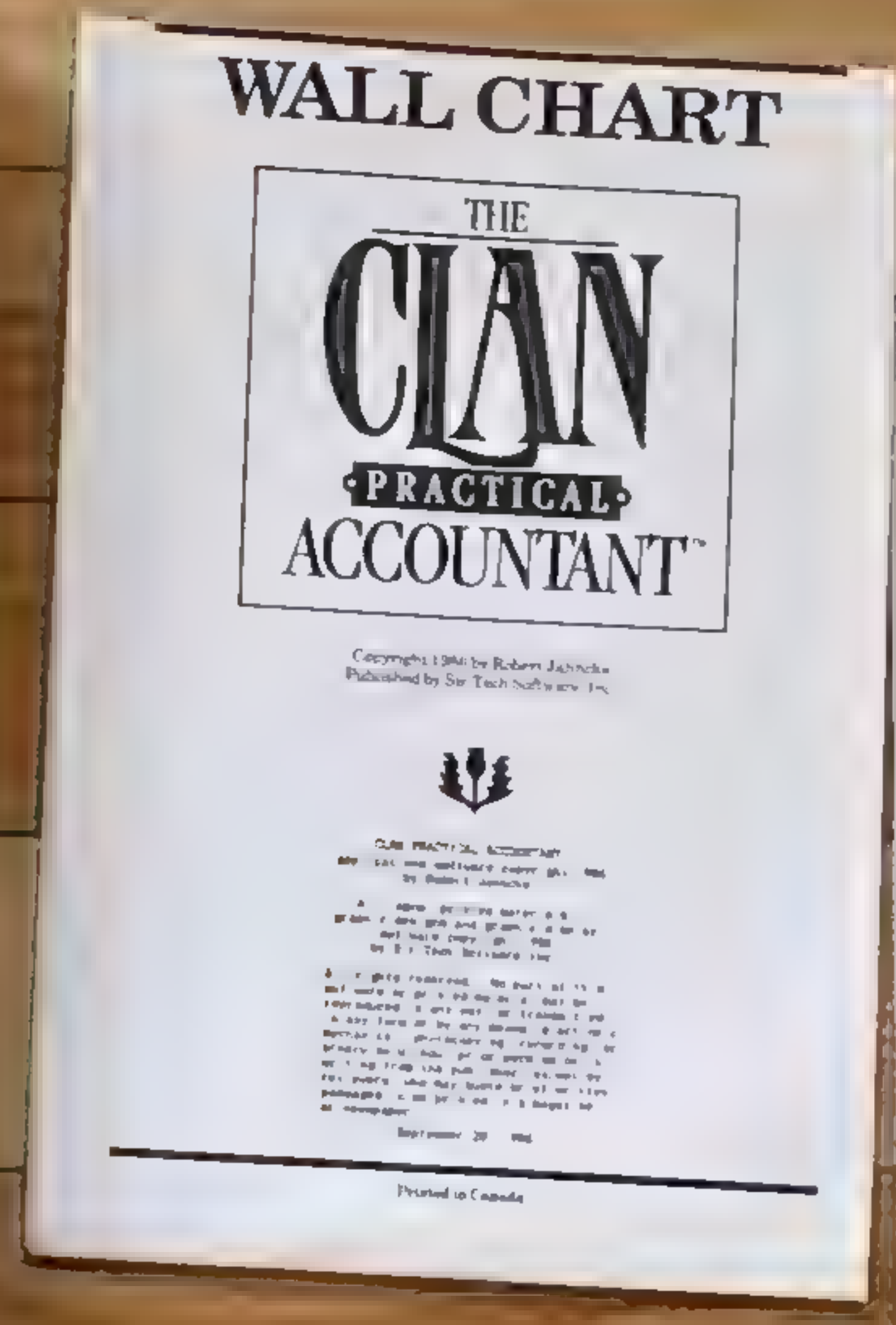
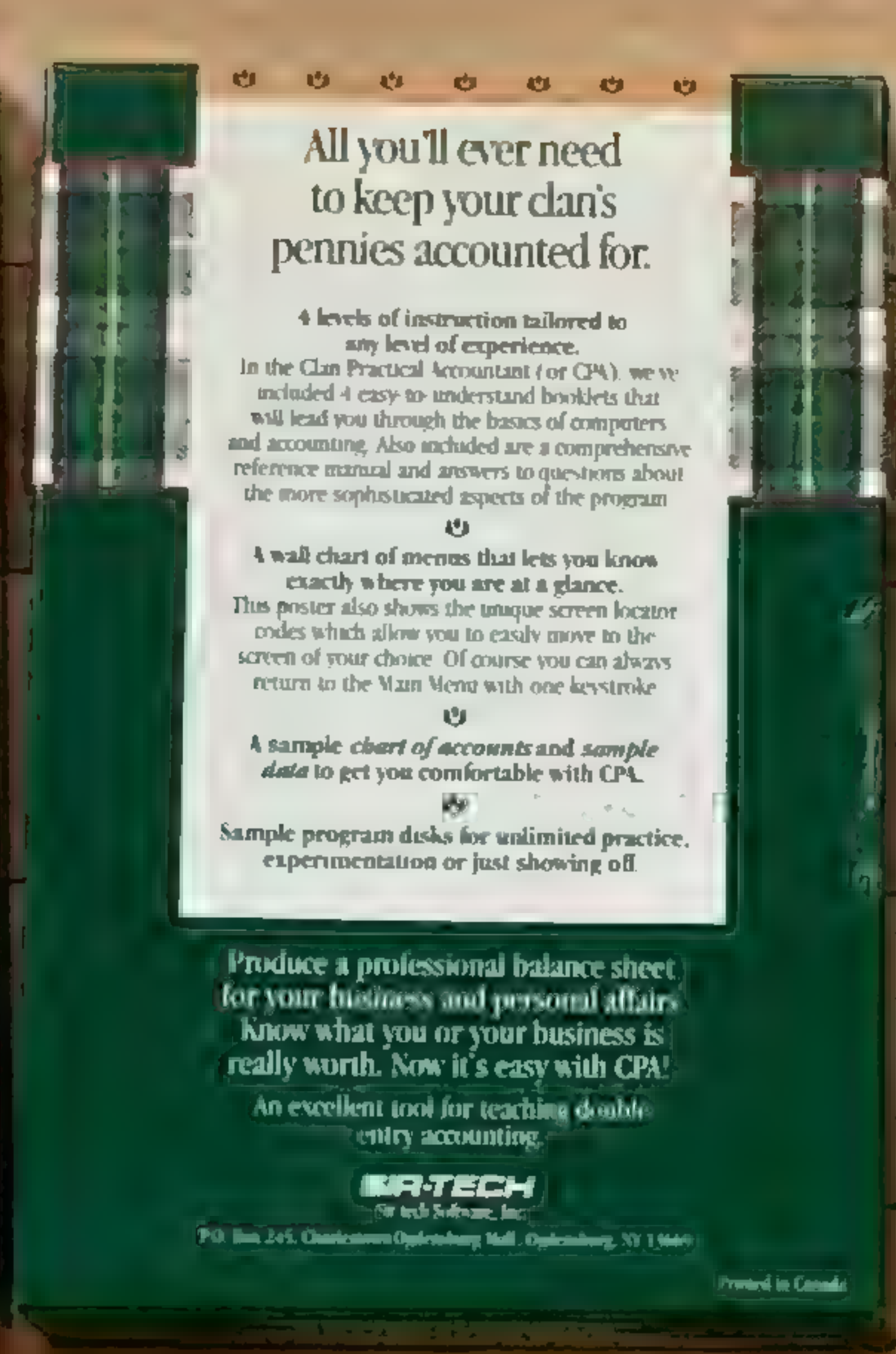
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CPA

THE **CLAN** PRACTICAL
ACCOUNTANT™

Apple

Backup Program Disk

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Chart of Account Samples

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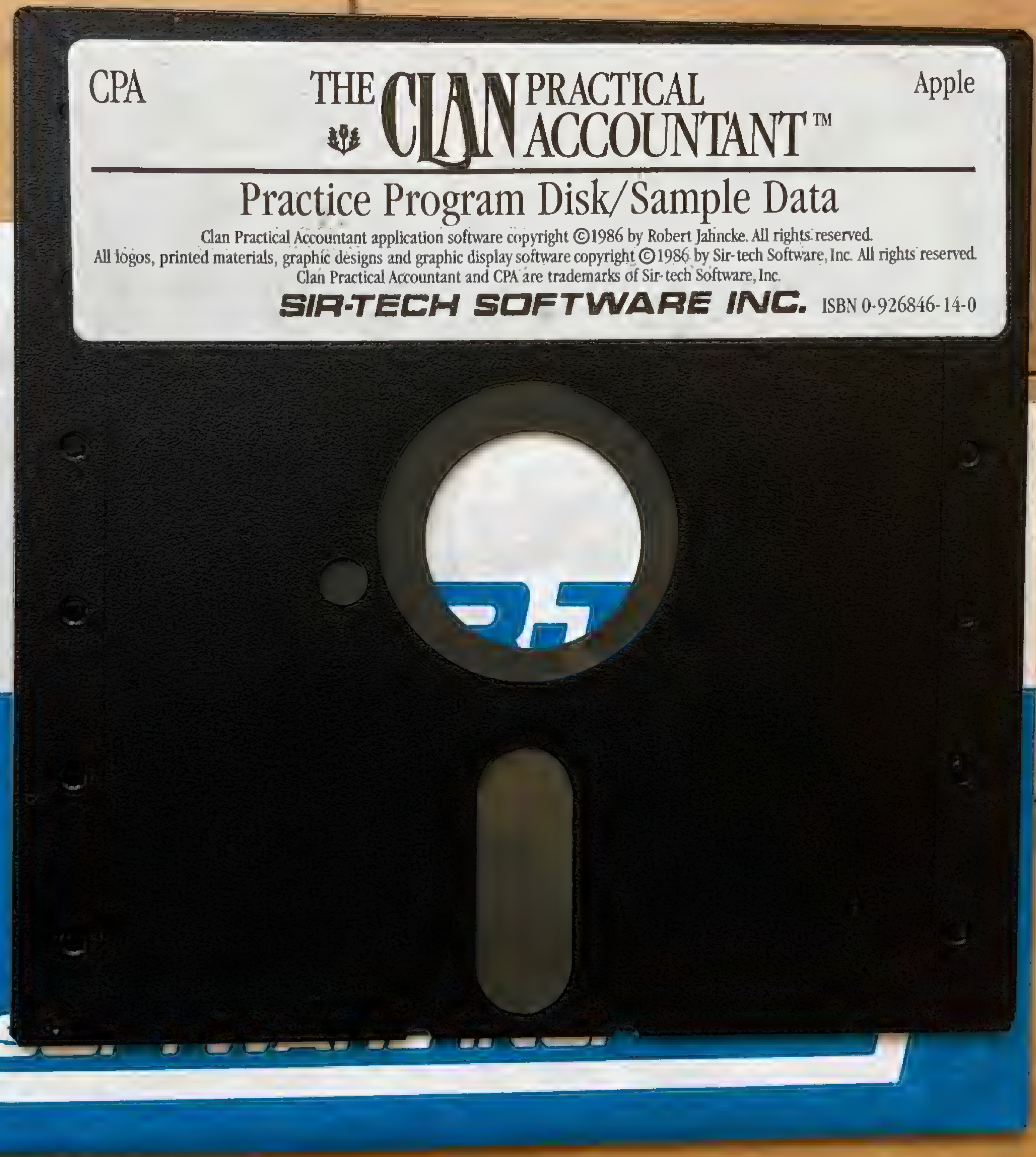
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CPA THE **CLAN** PRACTICAL ACCOUNTANT™ Apple

Practice Program Disk/Sample Data

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311920

Name _____

City _____

Software Purchased* _____

Purchased Where _____

Classified as: ☐ C ☐ fr ☐ R

I heard about this pro _____

Which magazines do _____

Your computer bran _____

Number of disk drive _____

Age of purchaser: _____

Age of primary user _____

Sex of purchaser: _____

*PLEASE SPECIFY WIZ. _____

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311920

WARRANTY/REGISTRATION CARD

Name _____ Street _____

City _____ State _____ Zip _____ Phone () _____

Software Purchased* _____ Date Purchased _____

Purchased Where _____ and

Classified as: ☐ Computer Store ☐ Hobby Store ☐ Mail Order
☐ from Sir-tech ☐ Department Store ☐ Book Store
☐ Record Store

I heard about this program from: ☐ a magazine ☐ a friend
☐ a computer store ☐ my user group

Which magazines do you read? _____

Your computer brand name _____ Memory size _____

Number of disk drives _____ Who purchased this program? ☐ self ☐ parentAge of purchaser: ☐ under 10 ☐ 10-13 ☐ 14-18 ☐ 19-24 ☐ 25-34 ☐ 35-50 ☐ over 50Age of primary user: ☐ under 10 ☐ 10-13 ☐ 14-18 ☐ 19-24 ☐ 25-34 ☐ 35-50 ☐ over 50Sex of purchaser: ☐ male ☐ female Sex of primary user: ☐ male ☐ female

*PLEASE SPECIFY WIZARDRY SCENARIO NUMBER PLEASE RETURN CARD TO ACTIVATE WARRANTY

312174

WARRANTY/REGISTRATION CARD

Name _____ Street _____

City _____ State _____ Zip _____ Phone () _____

Software Purchased* _____ Date Purchased _____

Purchased Where _____ and

Classified as: ☐ Computer Store ☐ Hobby Store ☐ Mail Order
☐ from Sir-tech ☐ Department Store ☐ Book Store
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I heard about this program from: ☐ a magazine ☐ a friend
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*PLEASE SPECIFY WIZARDRY SCENARIO NUMBER PLEASE RETURN CARD TO ACTIVATE WARRANTY

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()

CARD

Phone ()

Purchased

and

☐ Mail Order
☐ Book Store

☐ a friend
☐ my user group

Memory size

n? ☐ self ☐ parent

☐ 25-34 ☐ 35-50 ☐ over 50

☐ 25-34 ☐ 35-50 ☐ over 50

user: ☐ male ☐ female

CARD TO ACTIVATE WARRANTY

CPA

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ACCOUNTANT™

Data Disk

From: To: Fiscal Year End:

SIR-TECH SOFTWARE INC.

CPA

THE **CLAN** PRACTICAL
ACCOUNTANT™

Data Disk

From: To: Fiscal Year End:

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Reference
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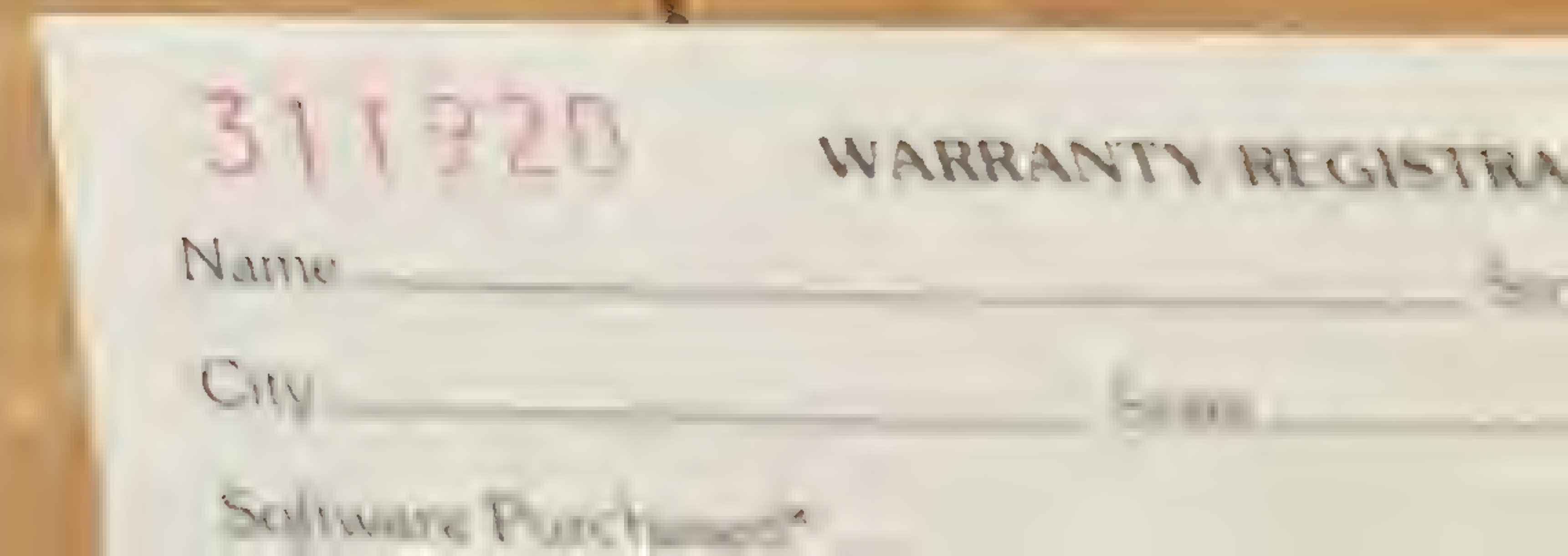
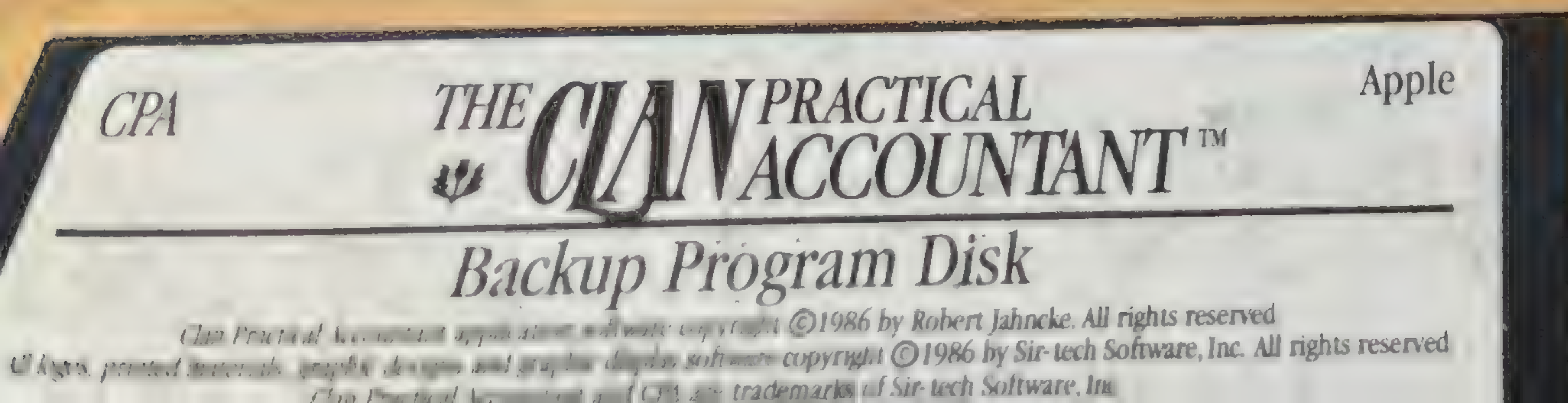
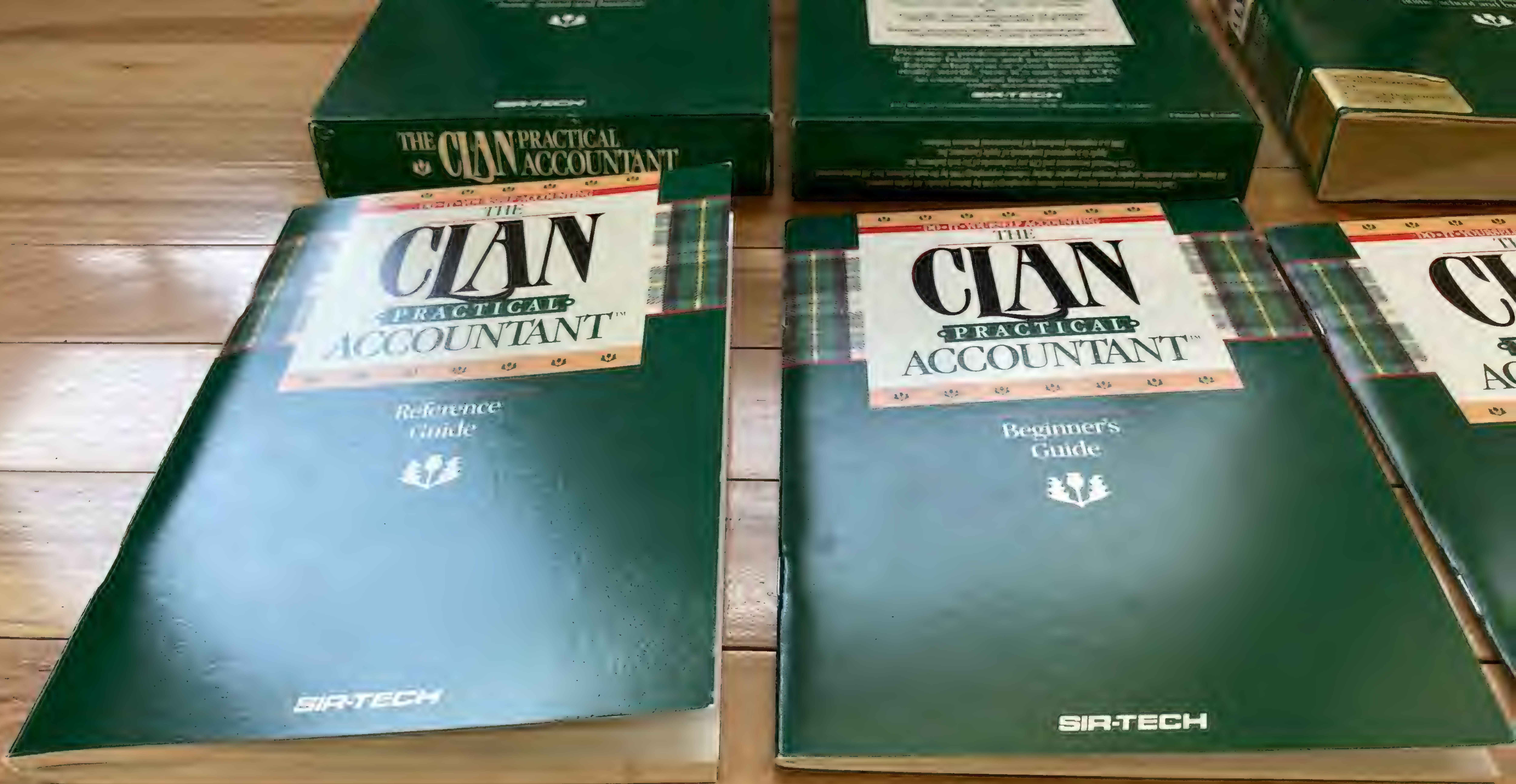
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Beginner's
Guide



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CPA REFERENCE GUIDE

If you don't want a printed copy of the information on the screen, press [N]. You will be returned to the Enter Transactions menu.

If you wish a printed copy of the liquid asset report, and if you have a printer attached to your computer, press [Y] ("Yes") at the time. If your printer is loaded with paper, and is switched ON and ONLINE, press [RETURN] to print the report. Otherwise, press [ESC] to return to the Enter Transactions menu.

If you print the report, you will be returned to the Enter Transactions menu as soon as printing is completed. [ESC] will terminate printing if pressed while the report is being printed.

7. Quit to Main Menu.

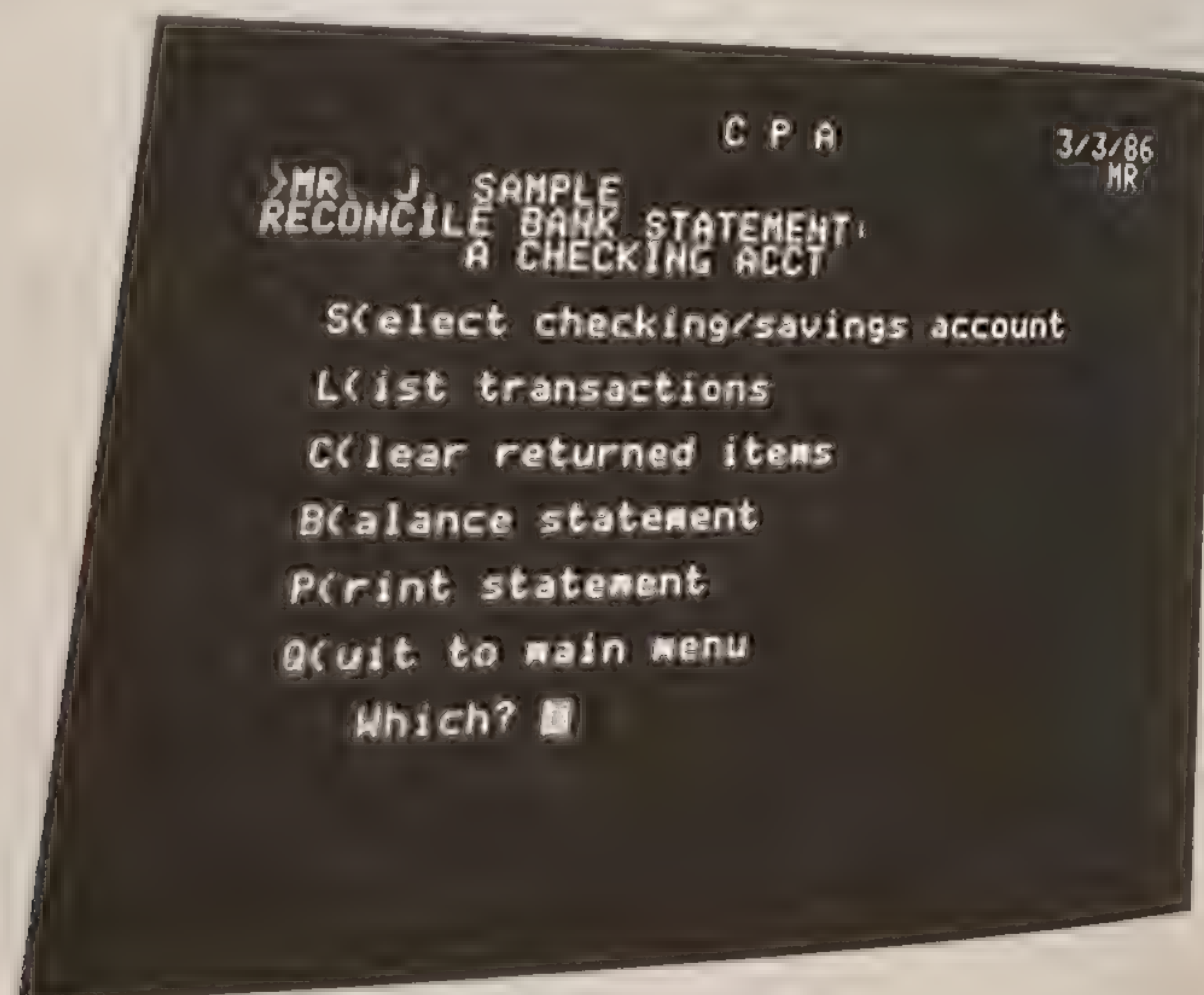
Pressing [Q] from the Enter Transactions menu will terminate operation of the program segment and return you to the Main Menu.

C. Reconcile Bank Statement.

The purpose of this segment is to help you perform the important job of reconciling your account records with bank or other financial statements--"balancing your checkbook." It is designed to make this normally tedious and time-consuming task as simple and quick as possible.

This segment also provides printed or displayed balance statements and transaction listings which are available at any time.

Press [R] to select R(econcile Bank Statement from the Main Menu. After brief disk drive activity while the segment is loaded into your computer, you will see this screen:

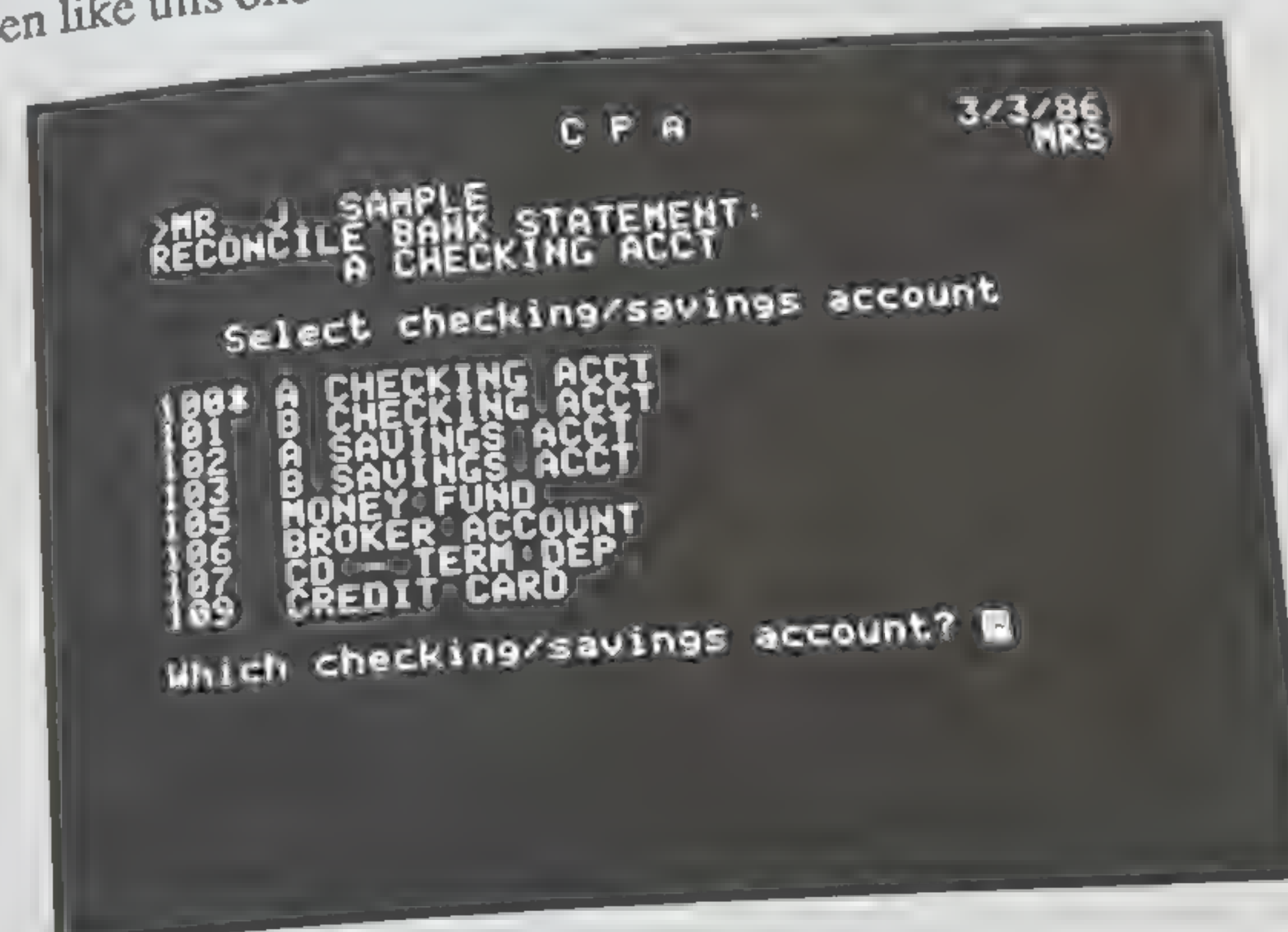


CHAPTER 4: OPERATING SEGMENTS

This is the Reconcile Bank Statement menu. Use it to obtain this segment's functions.

1. S(elect Checking/Savings Account.

This function allows you to choose the liquid asset account to be reconciled with a bank statement. To obtain it, press [S] from the Reconcile Bank Statement menu. When you do so, you will see a screen like this one from the CPA Sample program:



As you can see, liquid asset accounts are listed in two columns containing the account numbers and names. An asterisk (*) will be displayed following the number of the account which is currently selected for reconciliation (this will be the default account from Enter Transactions unless it has already been changed here).

To change the selected account, type either the number or the name of the account you wish to reconcile (the account must be one listed on the screen). Your entry will be accepted as soon as it is recognized: you do not have to press [RETURN].

As soon as the entry is accepted, you will be returned to the Reconcile Bank Account menu, where you will see the new account name displayed.

If you press either [RETURN] or [ESC] without first typing a name or number, you will be returned to the Reconcile Bank Account menu with no change to the current selected account.

Produce a professional balance sheet
for your business and personal affairs.
Know what you or your business is
really worth. Now it's easy with CPA!

An excellent tool for teaching double
entry accounting.

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P.O. Box 245, Charlestown Ogdensburg Mall, Ogdensburg, NY 13669

Printed in Canada

BEGINNER'S GUIDE TO BOOKKEEPING

At this point, your records show the reduction of your principal loan balance, the payment of interest, and a \$600 total increase in your net worth, as well as the original twelve loan payments. This follows what has really happened, including the increase in value which you hold in your car. Depending on your tax status, depreciation might or might not be an allowable deduction, and the specific way in which transfers are made might vary, but this example illustrates how transactions can be used to record real shifts of value which are not accounted for in day-to-day entries.

It also indicates how much CPA can simplify record-keeping: these transactions, which involve transfers of value between five different accounts, including net worth, require only two transaction entries in the program.

Notice that these same changes in value could have been made, for example, by applying car payments directly to the car loan (which in this method would include interest as well as principal) throughout the year, then transferring the interest portion to expenses at year-end. You can choose the method which best fits your own preference, situation and legal requirements: CPA allows complete flexibility in tailoring record-keeping to your needs.

Earlier, we mentioned that the double entry method is intended to "balance" the books. Let's take a quick look at how this works.

The four types of accounts make up two each of what could be called "positive" and "negative" types. The positive types, income and assets, represent money which comes into your possession, or which you already have, respectively. The negative types are expenses and liabilities; money which you pay or which you are obligated to pay at a later date. The positive and negative types are natural opposites. The structure of bookkeeping is set up to work with these pairs of opposites. In a properly set-up and maintained bookkeeping system, income and expense accounts track movements in and out of asset accounts, while the total of all asset accounts is always equal to the total of all liability accounts. When the sum of all asset accounts is equal to the sum of all liability accounts, we say that they are "balanced."

You may wonder how or why the asset balance should equal the liability balance. Clearly it is possible to add assets without adding liabilities, or to increase liabilities without increasing assets. How can total assets always equal total liabilities if one can grow independently of the other?

The answer is, in bookkeeping, total assets and liabilities are not allowed to grow independently of each other.

This is accomplished through a convention. The sum of all your asset and liability accounts is your "net worth"--the value of everything you own minus the value of everything you owe; what you would have

PART I: BASIC PRINCIPLES

left (or owe) if all your assets were used to pay toward your obligations. Net worth changes every time an asset or a liability is added or changed. If we establish an account called "net worth," and if it is the right type of account, it will change by the correct amount to automatically compensate for any change in total assets or liabilities, correcting imbalances as they occur.

As we mentioned earlier, net worth is treated as a liability account for bookkeeping purposes. This convention forces total assets and total liabilities to be the same: net worth goes up by the amount which assets increase or liabilities decrease, and net worth goes down by the amount which assets decrease or liabilities increase. As long as the amount of each payment, receipt or transfer is added to or subtracted from net worth correctly, and as long as the entries made in each account (source, destination and net worth) are identical, the books must balance. Problems sometimes arise in manual "pencil-and-paper" bookkeeping systems in this regard due to simple clerical error when a human bookkeeper records different amounts for the same transaction, or adds up a column of figures incorrectly.

This type of error is eliminated in CPA: the program requires only one entry for each transaction, which remains the same for each affected account, and of course the computer will always add amounts correctly. Naturally, CPA cannot tell if each amount you enter is correct, and your balance and net worth figures will be incorrect if you make errors in transaction entry. However, the program does allow you to change any entries which you later discover to be incorrect.

(You may be wondering why net worth should be considered a liability. If your holdings are greater than your obligations, it would seem as if net worth ought to be an asset; certainly we don't ordinarily think of our property and financial resources as liabilities. However, the reason net worth is considered a liability account is simply that when we do so, the numbers come out right. In fact, we can obtain correct results by very simple methods only if net worth is calculated as a liability. "Net worth," as the term is used in bookkeeping, is an abstraction; a "balancing factor" which exists only to offset differences between the totals of the asset and liability accounts. If net worth is positive, it cancels the amount by which assets exceed liabilities. If negative, it cancels a surplus of liabilities over assets. This convention exists because it provides a powerful check on the accuracy and correctness of the bookkeeping system. While your net worth figure does give you an instant summary of your overall financial position, that is not its primary purpose in bookkeeping).

B. Reconciliation.

One of the most important bookkeeping jobs is "reconciliation"--the comparison of two sets of records in order to detect and correct any

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Sir-tech Software, Inc.
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Charlestown Ogdensburg Mall
Ogdensburg, NY 13669

CPA 006

DO-IT-YOURSELF ACCOUNTING

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Question and
Answer Guide



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DO-IT-YOURSELF ACCOUNTING

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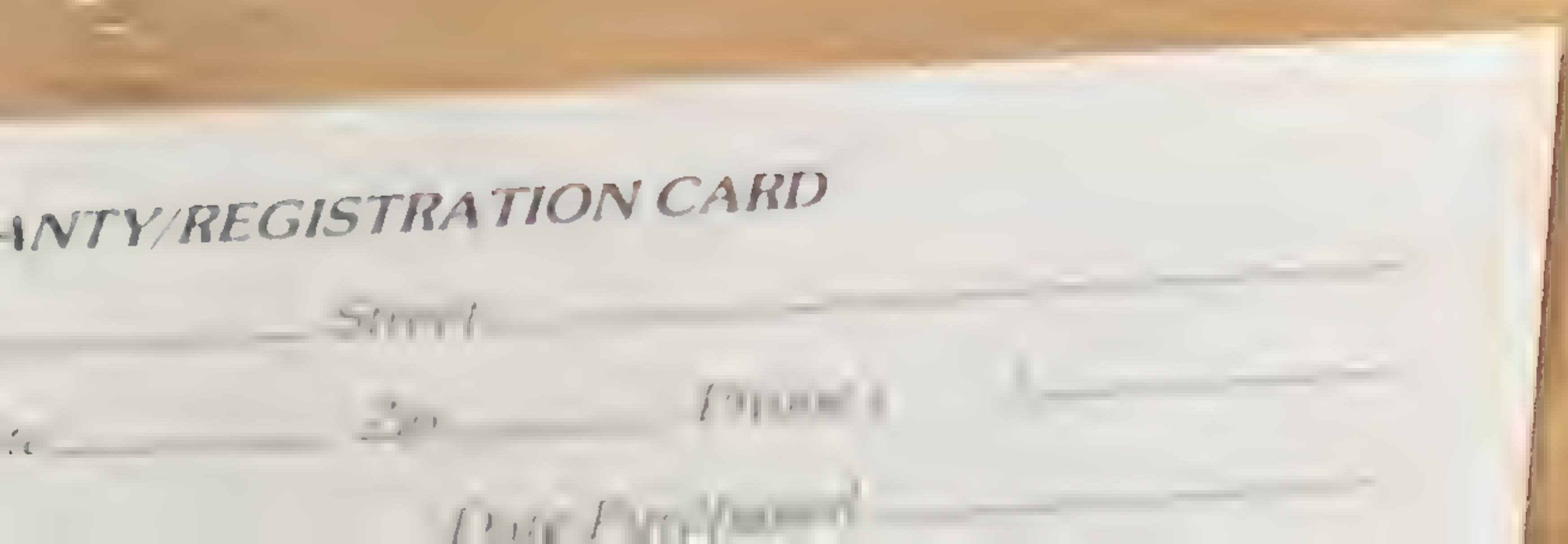
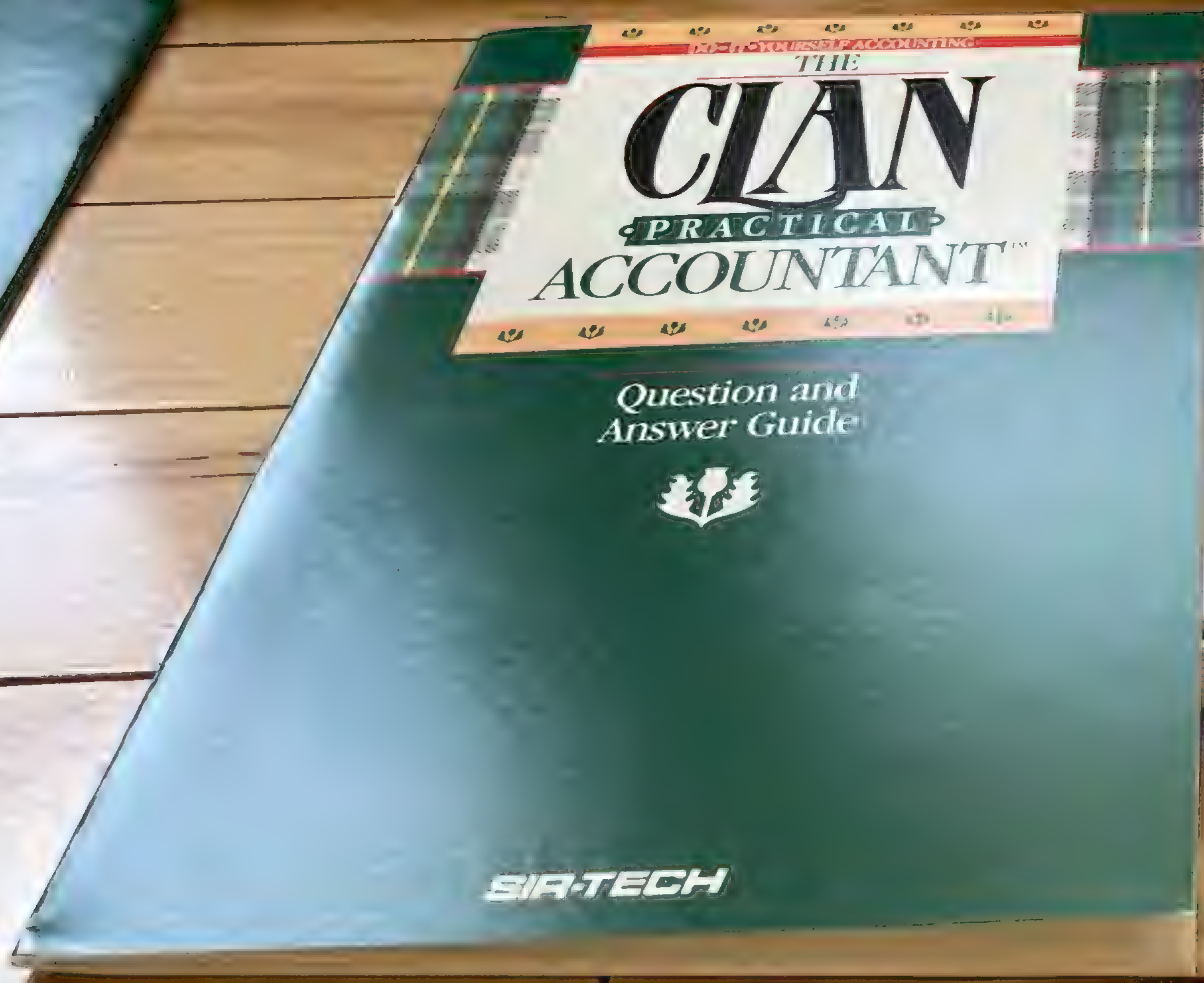
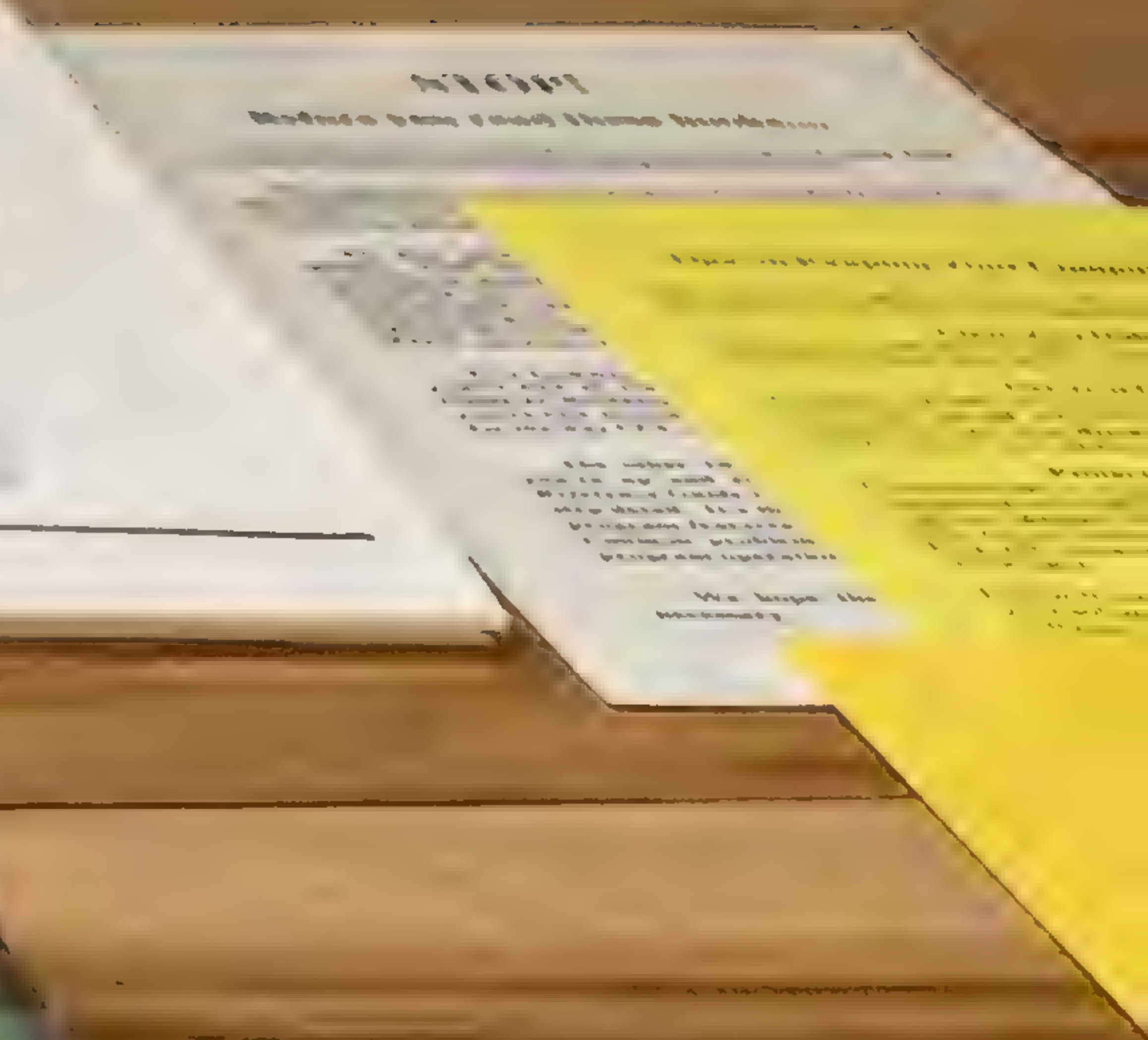
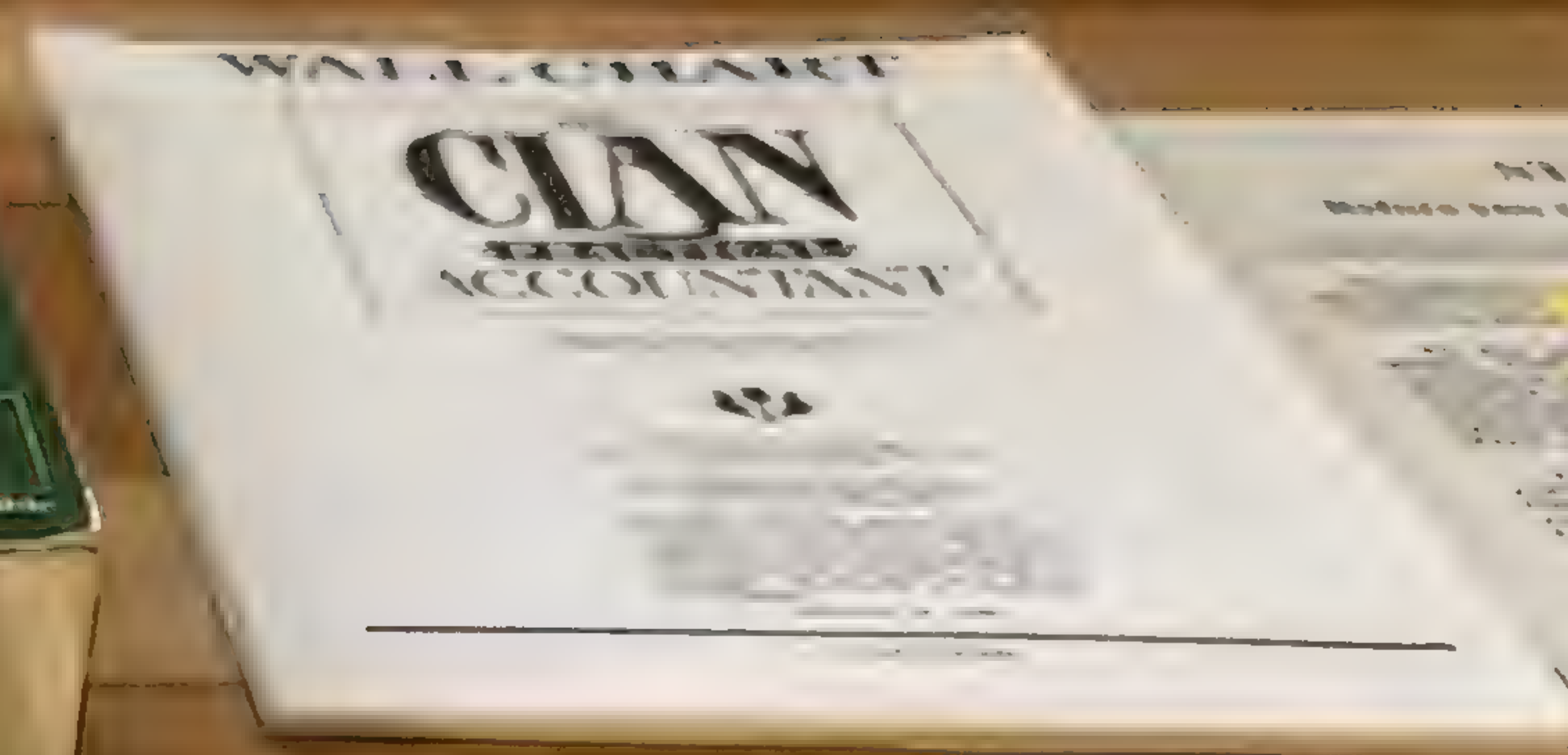
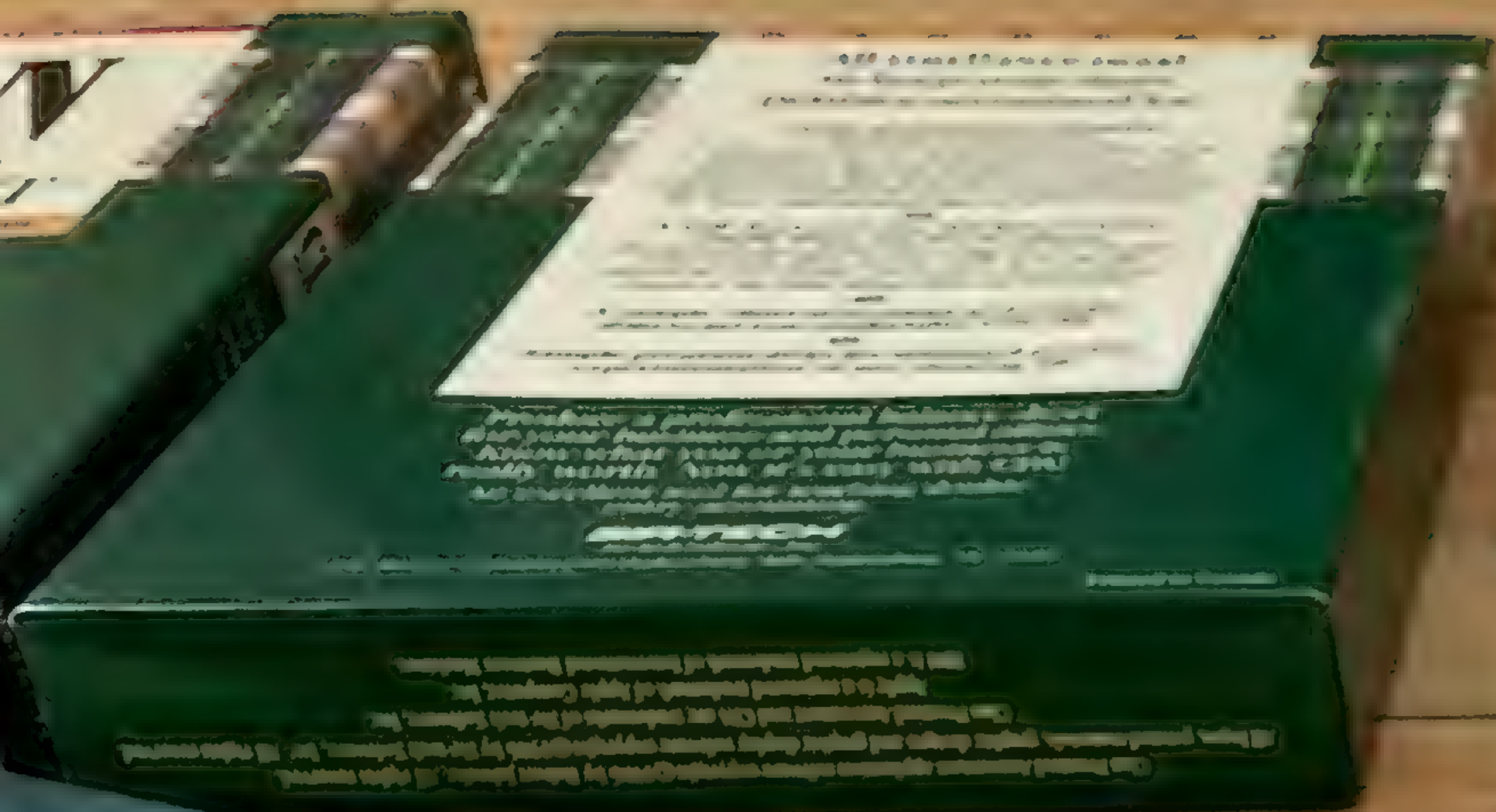
• PRACTICAL •

ACCOUNTANT™

Tutorial
Guide



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CLAN PRACTICAL ACCOUNTANT

The solution here is also to convert back to outstanding transactions which have been cleared, then repeat the reconciliation in chronological order. The best solution is not to let transactions accumulate, but reconcile them in timely fashion as they are received.

Cause 3(f):

The bank has made a mistake. (It does happen!) This will be the case if the bank statement disagrees with your physical record of cancelled checks, deposit slips, etc.--and there are no unaccounted special charges or credits.

Answer 3(f):

Contact the bank and inform them of their error. (CPA lets you and statements can help prove your point if there is any dispute.)

CPA provides numerous tools to locate and correct sources of disagreement between its results and bank statements. Since incorrect data can always be corrected, patient and sensible use of these tools should always result in reconciled accounts.

Question 4:

The program won't accept an entered date. What am I doing wrong?

Cause 4:

The date you're trying to enter is outside the fiscal year stored on your data disk.

CPA is designed to help you enter only valid data. As part of this design, the program won't save records from different fiscal years on the same data disk. When a date is entered, CPA compares it to the fiscal year stored on your data disk. Dates outside the fiscal year are rejected.

Answer 4:

If the date you want to enter is outside the fiscal year, what you should do depends on whether the date is earlier or later than the fiscal year:

If you want to enter a transaction that occurred last year, you can do so by assigning it a month and day of zero. This signals CPA to include it in account balances, but not in totals for any month this year. For example, in January of 1986 you discover you forgot to enter a deposit to your savings account in December of 1985. Entering the

QUESTION & ANSWER GUIDE

deposit on the 1986 disk with a date of 0/0/86 will give you the correct savings account balance without including the deposit in 1986's business.

If the date is for next year, you can't--and shouldn't try to--enter it on this year's data disk. See the next Question.

Question 5:

I've used CPA successfully all year. Why is the program suddenly refusing to accept dates?

Answer 5:

You're in a new fiscal year.

As discussed for the last question, CPA won't allow you to enter any dates outside the fiscal year stored on a data disk. If, for example, a disk is set up for a fiscal year ending December 31, 1985, you can't enter a date from January of 1986.

It is now time to use the Bring Forward Balances function in the Utilities segment to "roll over" your accounts for a new fiscal year.

This function will prepare a new data disk for the fiscal year following that of the old disk. The new disk will have the same name as the old one, and it will contain the same chart of accounts. Any outstanding transactions will also be transferred. Opening transactions will be placed on the new disk for the balances of all asset and liability accounts. Thus, once this function is performed, you can proceed with entering transactions for the new year without further ado.

Simply select U(tilities from the Main Menu, and then select B(ring Forward Balances from the Utilities menu. Follow the directions on the screen to transfer the information on your old data disk (in Drive 1 for this job) to a blank disk in Drive 2.

Question 6:

Why won't CPA accept transactions even though they have a valid date within the fiscal year?

Answer 6:

The data disk is full.

Use the Bring Forward Balances function in the Utilities segment to start a new data disk for the same fiscal year as the last one.

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THE

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TUTORIAL GUIDE

information needed from your checkbook. Let's make an entry to see how it works.

Entry starts with a payee. Type the name of the person or organization to which payment was made, then press [RETURN]. (Since you are keeping your own records, you can abbreviate as much as you like, of course.) For now, enter ED JONES.

Next you can enter a memo if you wish. You may type in any identification or note that you want in the record, or you can simply press [RETURN] to go on to the next blank. Try typing OIL CHANGE here, then press [RETURN].

The amount is easy to enter. Just type the number of dollars and cents, followed by [RETURN]. If it is a whole dollar amount, there is no need to type anything but the number of dollars: CPA will add ".00" to your entry. To illustrate this, enter 20 (twenty) now. As 20.00 is displayed on the screen, you will also see the balance shown to the right of the "From" account decrease by twenty dollars.

The cursor will now move down to the last empty space in the screen: "Apply to:". On the Payments entry screen, this is the account to which funds are being transferred. Try to type CAR EXPENSES. (All you can do is try, because as soon as you type the first "E," CPA recognizes the account, completes the typing for you, and supplies the account number.) The cursor will now move down past the last four items in the transaction record to near the bottom of the screen, and a "mini-menu" will be displayed below the record.

There is never a need to worry if you make a mistake typing any of the first four items, or if any of the last four items supplied by CPA are incorrect. Once the cursor moves to the mini-menu, you can change any item in the record, or even delete the record completely. The Correct Transaction function will let you correct any errors which you might find in a record any time in the future.

To change any item in an entered record--not only on the Payments screen but on the other three as well--just press the number key corresponding to the number appearing at the left of the item you want to change. If you want to change the amount of the transaction, press [3]. The cursor will immediately move to line 3, Amount. Try this now. Next, press [RETURN]. 20.00 will return to the amount line, and the cursor will go back to the mini-menu. Press [3] again; type 25.06; press [RETURN]. The amount will be set to \$25.06.

Once you have the transaction entered to your satisfaction, you can save it as a record three different ways:

- * You can press [Q] to return to the Enter Transactions menu.

TUTORIAL GUIDE

- * You can press [N] to go on to the next Payments transaction.
- * You can press [P] to go back to the last transaction--of any type--in the records.

You can also get rid of the transaction, or its effects on your account balances, three different ways:

- * Press [ESC] to erase the transaction and return to the Enter Transactions menu.
- * Press [D] to erase the transaction and remain in the Payments entry function.
- * Press [V] to void the transaction. (A new line, numbered "9," will appear when you do this to show the void status. You can then change back from void if you want by selecting Line 9 and following the screen prompts.)

NOTE: The D(elete option is only available with the last transaction in the records. As soon as a transaction is entered, the previous transaction can be voided, but not deleted. D(elete is not even listed in the mini-menu for any transaction except the last. This prevents leaving "holes" in your records and provides an audit trail.

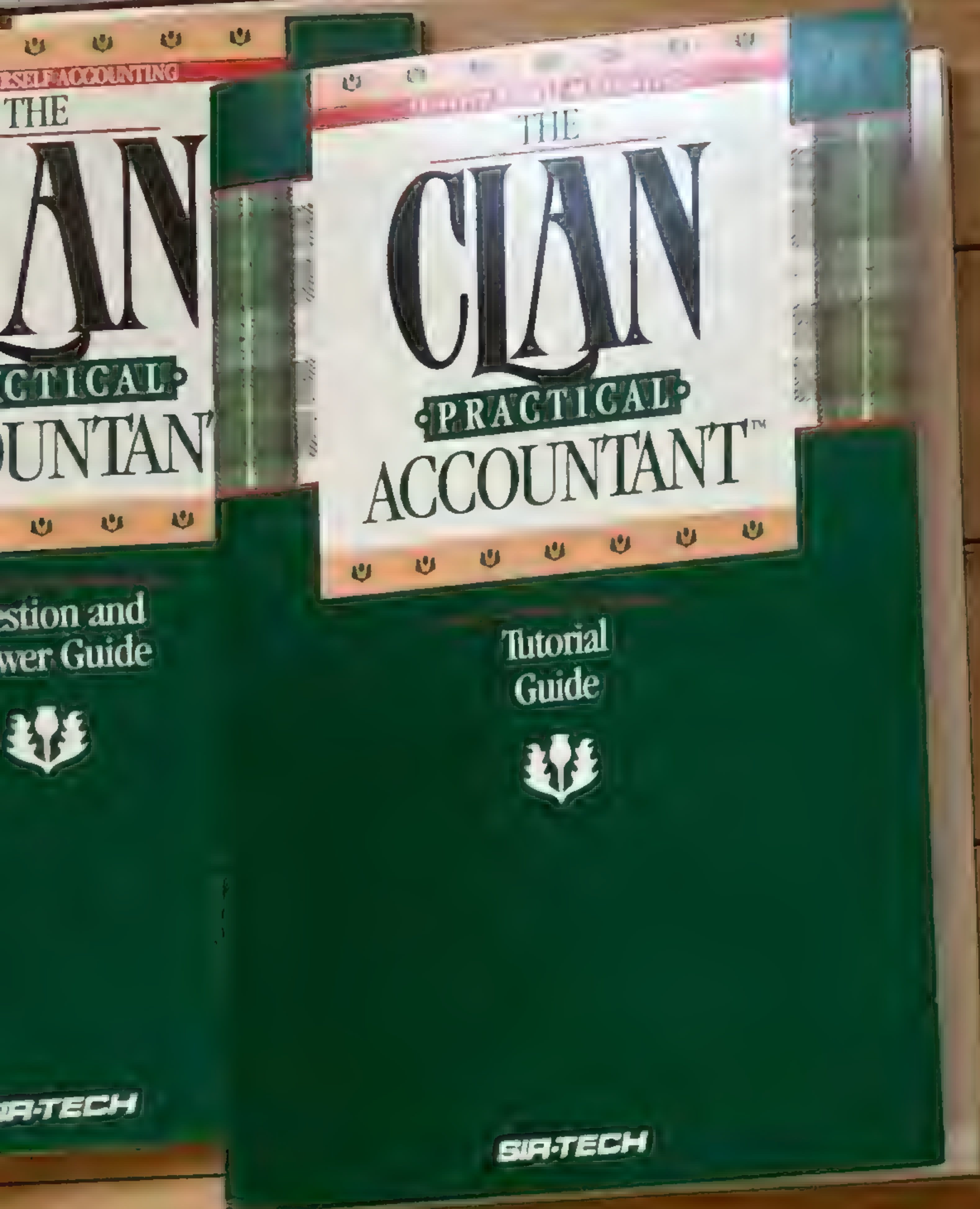
The terminology and items are slightly different in the Receipts and Transfer/Journal entry functions, but they work and are used in the same way as the Payments function: try a few Receipt and Transfer/Journal entries to see the differences.

2. Correcting Transactions.

Correct Transactions doesn't work in quite the same way as the transaction entry functions. One difference is that in the Correct Transaction function, all the lines are filled in with existing values, and all items are changed by using the mini-menu to alter the record one line at a time: you won't automatically step through the first four lines as you do in transaction entry.

Another difference is that the N(ext option in the Correct Transaction mini-menu moves you out of Correct Transaction from the highest-numbered record, rather than allowing entry of a new transaction. Both N(ext and P(revious move you sequentially through the records, regardless of transaction type. You can correct any type of transaction while you are in the Correct Transaction function, and you will see the right entry screen for each type.

Correct Transaction differs also in that it can be reached from the Payments, Receipts and Transfer/Journal entry functions, as well as from the Enter Transactions menu. When you select the P(revious



WARRANTY/REGISTRATION CARD

Street _____
 State _____ Zip _____
 Date Purchased _____ and _____

WARRANTY/REGISTRATION CARD

Street _____
 State _____ Zip _____
 Date Purchased _____ and _____

Computer Store _____
 Mail Order _____
 Book Store _____

Who purchased this program? ☐ self ☐ parent

Age of primary user: ☐ under 13 ☐ 14-18 ☐ 19-24 ☐ 25-34 ☐ 35-50 ☐ over 50

Sex of primary user: ☐ male ☐ female

PLEASE RETURN CARD TO ACTIVATE WARRANTY

THE CPA PRACTICAL ACCOUNTANT™

Data Disk

Fiscal Year End: _____

SIR-TECH SOFTWARE INC.

PRINTER SET-UP

Before *Clan Practical Accountant* can be used to produce hardcopy reports from your financial data, the program must know what kind of printer you have attached to your printer.

Following is information which will allow you to use many printers which do not appear in the menu of the Initialize Printer function of the *CPA* Setup segment. Any printer appearing in these lists will support "condensed" printing and will print *CPA* "Wide" reports. If you have a printer which does not appear either on the Initialize Printer menu or in these lists, it should work with the "80 columns (only)" option in the menu, but will not produce wide reports.

1. Epson-equivalent Printers

Your printer may be one of the many which works like an Epson printer. If your printer model is listed in the following table, choose *Epson* (item 3) from the Initialize Printer menu.

Manufacturer	Model(s)
Antex	ADS-2000
BMC (USA)	BX80
Blue Chip Electronics	120/10
CAL-ABCO	Legend 800
Centronics	GLP-160, H136, 351PC
Citizen	MSP-1015, MSP-2025
Copier	SC-1200, SC-1500, SC-5500
Epson	FX80, MX80, LQ1500, RX80
Gencrom	3014, 3024
Manassmann Tally	Spint 80
NEC	Spinwriter 2050, 3550, 8850
Panasonic	KX-P1090, KX-P1091, KX-P1092
Ricoh	RP1300-IBM
Roland DG	PK-1011
Sun Microsystems	Delta 10, Radex 10, Gemini 10x
Texas Instruments	855

2. Custom Printer Setup.

CPA will produce wide-format Monthly and Department Reports with a number of other printers if supplied with "Printer Codes" using the Custom option in the Initialize Printer function. If your printer appears in the following list, use the Custom option to enter the Printer Codes for Normal and 132-Column printing listed for your printer. The codes must be entered exactly as shown here, including slashes (/).

Printer Make/Model(s)	Printing Mode	
	Normal	132-Column
Anadex WP-6000	/2174/48	/2170
Anadex DP-6500, 9001, 9501, 9620, 9625, 9725	/18	/20
C. Itoh & Co. 1550, 7500, 8510A,B	/2178	/21781
Centronics 350 series	/21791/49/119	/21791/52/119
Datasouth DS220	/21736/49/48/77	/21767
Diablo P11, P31, P32, P38	/21743	/21755/53
Diablo S11, S31, S32	/21755/51	/21791/52/119
DEC LA50, LA100	/21791/48/119	/21791/49/50/109
Gencrom 3184, 3304, 3404	/21791/48/48/109	/21791/49/50/109
Hewlett-Packard (All)	/21738/107/150/83	/21738/107/150/83
Integral Data IDS-480, P80, P132	/29	/31
Manassmann Tally 1801, 180L	/21791/52/119	/21791/54/119
Micro Peripherals Solution Series S, X, SX	/21765/48/48	/21765/48/55
Micro Peripherals Printmate 80, 150, Sprinter	/21794	/21795
N. Atlantic Quantex 7020-7065	/21791/49/119	/21791/53/119
NEC Pinwriter P10-P2, P2/P3-7	/21778	/21781
Radio Shack DMP-430, DMP-1200, TRP-100	/21719	/21720
Toshiba P1340, P1351	/21793	/21791

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9/86

Tips on Keeping Your Computer Healthy

We hope you are getting a byte or two out of your computer each day. Here are a few tips on prolonging the life of your software.

Clean Your Disk Drives

Cleaning your disk drives takes only a few minutes and makes them work better. Clean your drives every second week.

Get Your Drives Tuned

A majority of disk problems are caused by misaligned disk drives. Your most valued software could be damaged. So protect your investment—get your drives aligned and speed adjusted at least twice a year at your dealer.

Protect Your Computer's Power

Computers like a steady power supply. However, large appliances or equipment send spikes down a power line. These power spikes cause memory glitches and can alter software if you were writing to the disk when a transient happened. A surge suppressor such as a Blitz Bug will prevent power surges. At \$25 to \$50, they are a good investment.

Follow these tips and you will probably never have a problem with your software. Our experience has been that at least 97% of reported software problems are caused by unmaintained computers. Your dealer is in business to support you. If you have any questions, go see him, he will be happy to help you.

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 OGDENSBURG, NEW YORK 13669
 315-393-6633

The Chart of Accounts Manager Disk

Yet Another Enclosure?

As sometimes happens in the development of a new program, we added a powerful new feature and capability to *CPA* after the printing of the regular User's Guides. The feature is "The *CPA* Chart of Accounts Manager." It gives you the capability of maintaining a "library" of different charts of accounts for installation and use on different data disks that you might require. We didn't want to wait for the printing of new User's Guides before we offered this added *CPA* value, so we are including it as a bonus now.

Copying The Disk:

The Chart of Accounts Manager (CAM) is located on the *CPA* disk side which is labeled "Chart of Accounts Manager," and is a separate program from *CPA* itself. The Manager program has the capability to copy itself, or to copy a chart of accounts onto a new blank disk, thus creating a customized ready-to-use data disk in one simple step. You may make as many copies of this program and data as you wish, and you may give copies to others. This will allow you and your friends who use *CPA* to easily share useful charts of accounts which you develop.

How It Works:

CAM contains a few features which are also found on the *CPA* program disk, plus a whole new set of its own. As its name states, the program's purpose is to manage charts of accounts. So it will do this, CAM has been given a special set of associated capabilities:

- It will create a new data disk with a chart of accounts.
- It will maintain a "library" of up to twenty (20) different charts, from which you may choose the chart you want to use. (There are nine ready-to-use charts already on the Manager disk.)
- It will list the contents of any chart in the library for easy examination.
- It will allow you to delete any chart which you do not need from the library.
- It will add the chart of accounts from any *CPA* data disk to the library, or allow you to create a new chart of accounts from scratch without using the *CPA* program.

Only the CAM program should be used to install a library chart of accounts on a data disk. *Do not* attempt to use the main *CPA* program's Utilities Segment to copy a chart of accounts from a Chart of Accounts Manager disk, as this will cause a computer error. Once a data disk is created with the CAM program, you may begin using it immediately with *CPA* without using the Utilities Segment.

How To Use CAM:

To begin use of the CAM program:

1. Insert the disk labeled "Chart of Accounts Manager" into Drive 1 with the Chart of Accounts Manager label facing up.
2. Switch the computer ON.
3. CAM will now load itself and begin to run.

(Note: Copies of the Manager disk side which you make using CAM will work the same way.)

(OVER)

ADDENDUM

New Feature:

It is now possible to quickly switch between *CPA*'s transaction entry screens without using the Enter Transactions menu.

If you press CTRL-Z before you type any new data on a Payment, Receipt or Transfer/Journal transaction entry screen, you will be prompted to select one of the other two screens from the screen you are currently using. Further information on this feature may be found on Pages 12 and 13 of the *Question & Answer Guide*.

No other feature of transaction entry as covered in Chapter 4 of *The CPA Reference Guide* is affected by this change.

We hope you will find this a useful addition to *CPA*.

9/86

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WALL CHART

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September 28, 1986

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STOP!

Before you read these books....

We would like to suggest that you try loading and using *Clan Practical Accountant* without first reading about how to do it.

We suggest this because the program is remarkably easy to use, and using it will give you an idea of what information you need from the guides. In turn, the information in the guides may make more sense to you if you already have some experience with the program.

The four guides are designed to allow you to find information quickly. Each has its own table of contents and index, and each is considerably thinner than the manuals you may have seen with other accounting software products. These features should help you find what you need to know. But a more important feature is each manual's concentrating on a particular type of information. This will let you go right to the sort of thing you need without wading through six pounds of facts you aren't interested in.

Two booklets are meant for first-time users of the program. If you've had no training or experience in accounting, *The Beginner's Guide to Bookkeeping* will give you the basics, in plain English. If you're new to computers, the *Tutorial Guide* should help give you a feel for the way CPA works in your machine.

The other two guides are meant to give you information after you're up and running with *Clan Practical Accountant*. *The CPA Reference Guide* covers every aspect of program operation in step-by-step detail. It's the "bible" you can refer to for explanations of specific program features. The *Question & Answer Guide* provides solutions to common problems that you may encounter in both accounting and program operation.

We hope these guides will prove more helpful than they are necessary.

1/87

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Clean Your Disk Drives

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The ideal accounting package for
home, school and business



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Tutorial
Guide



SIR-TECH

PRINTER SET-UP

The Clan Practical Accountant can be used to produce hardcopy reports from your terminal. You must know which printer you have attached to your printer.

1. Press the **PRINTER** key on the keyboard. This will bring up the printer selection screen. If you have a printer attached, you will see the name of the printer. If you do not have a printer attached, you will see the name of the printer that is currently selected.

2. Press the **ENTER** key. This will bring up the printer selection screen. If you have a printer attached, you will see the name of the printer. If you do not have a printer attached, you will see the name of the printer that is currently selected.

3. Press the **PRINTER** key on the keyboard. This will bring up the printer selection screen. If you have a printer attached, you will see the name of the printer. If you do not have a printer attached, you will see the name of the printer that is currently selected.

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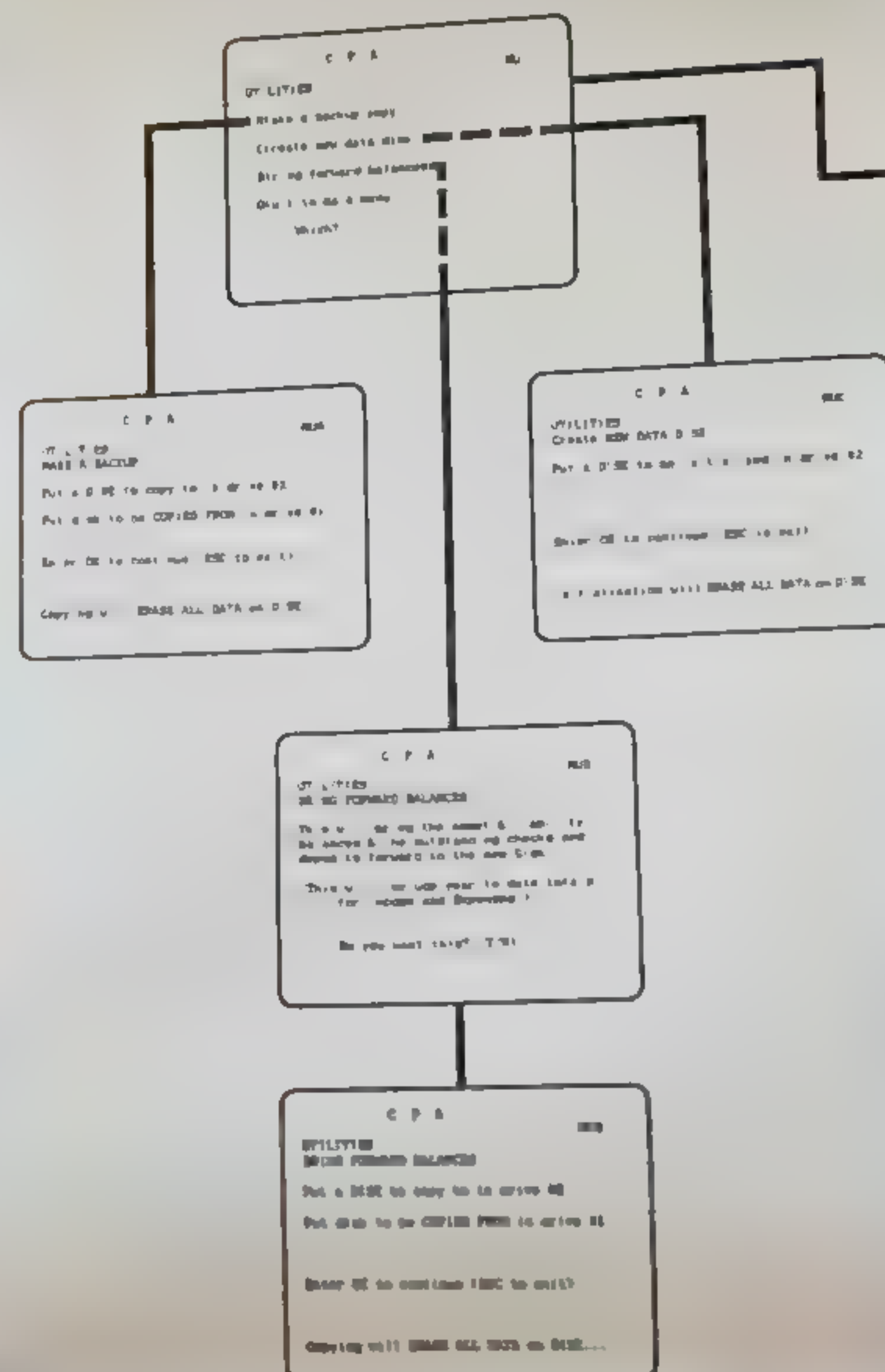
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CLAN PRACTICAL ACCOUNTANT
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BY ROBERT JOHNSON

As a computer professional, you will find this chart useful in many ways. It is a quick reference to the many features and functions of the program. It is a quick reference to the many features and functions of the program. It is a quick reference to the many features and functions of the program.

Utilities

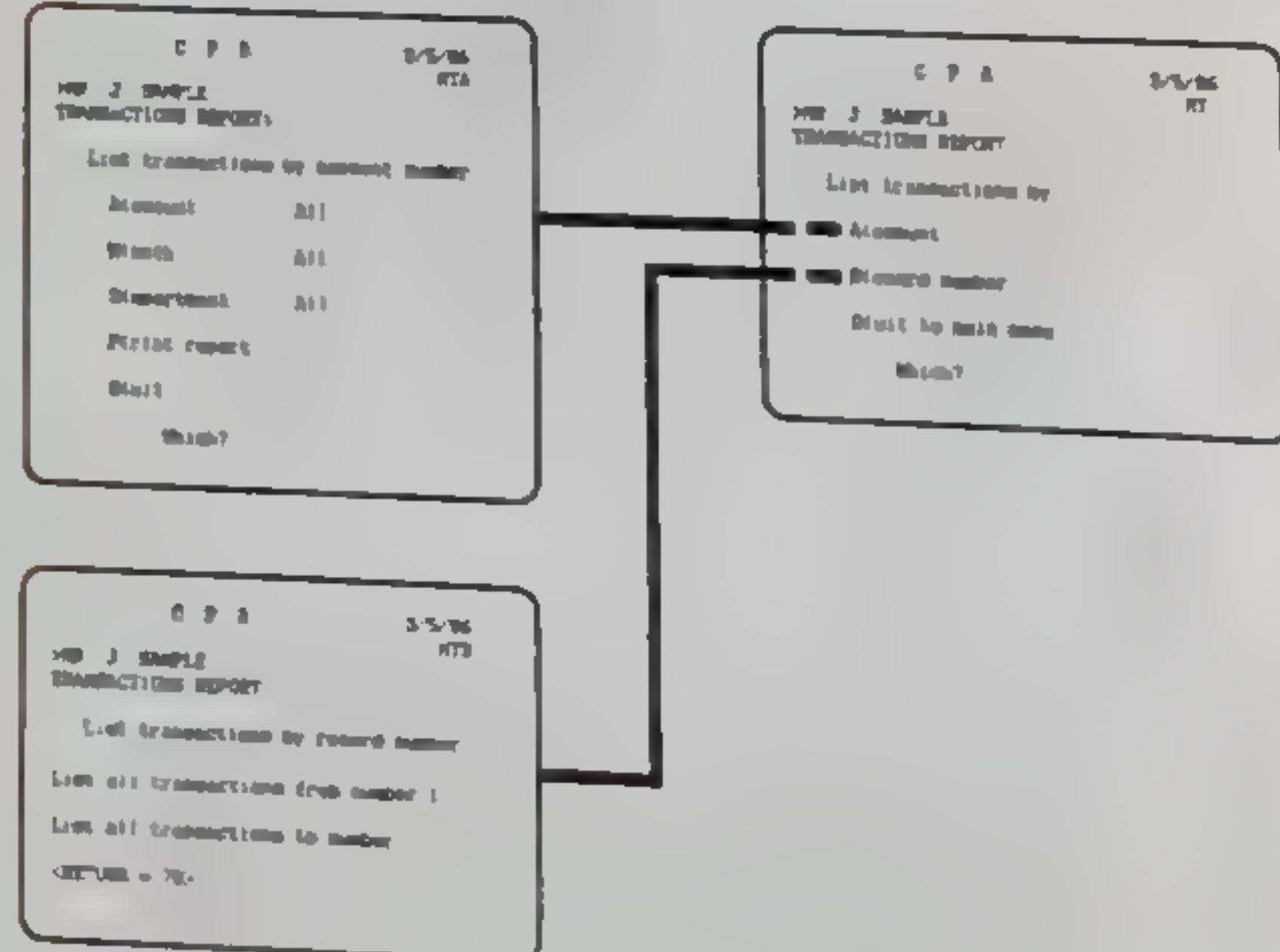


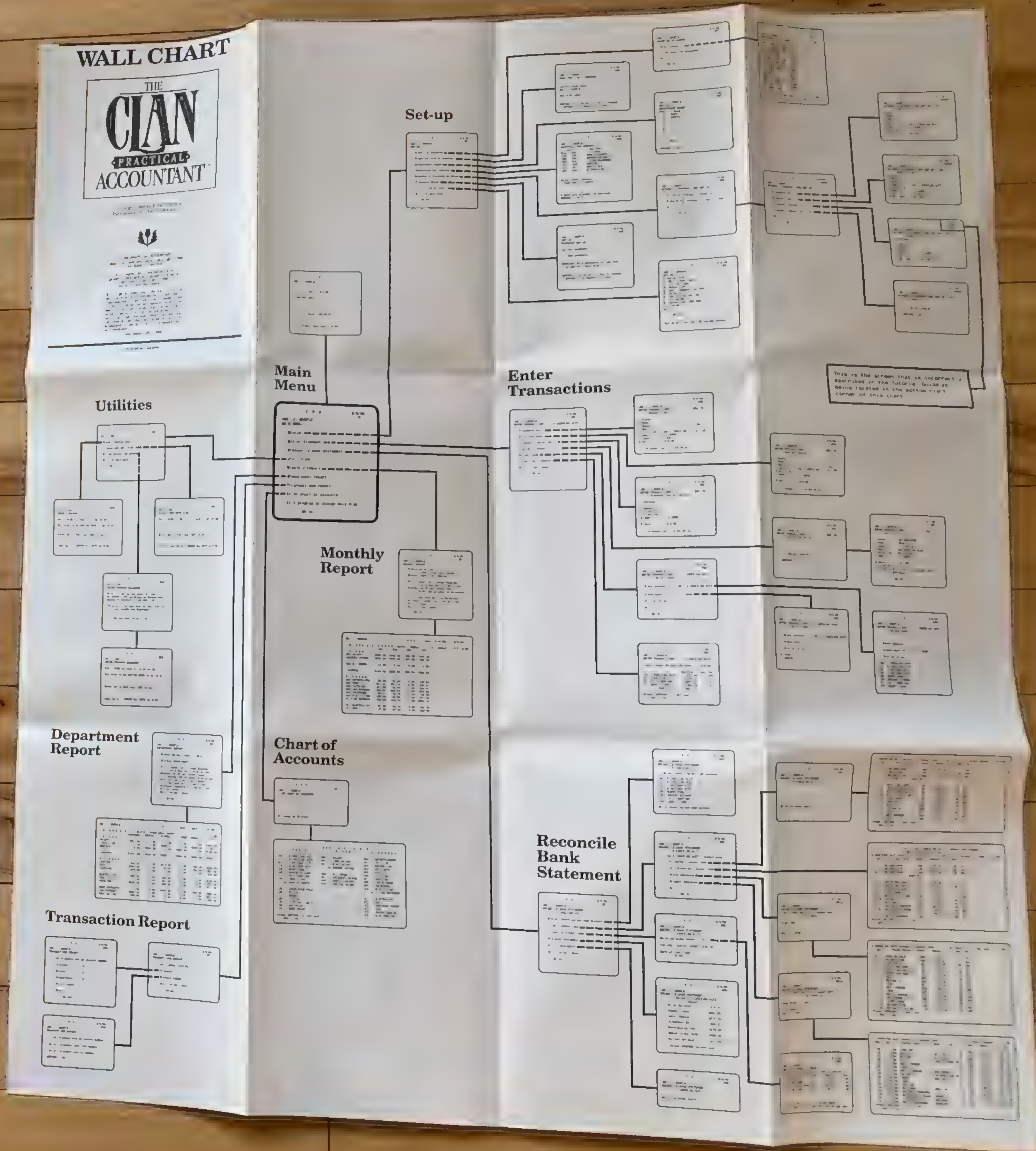
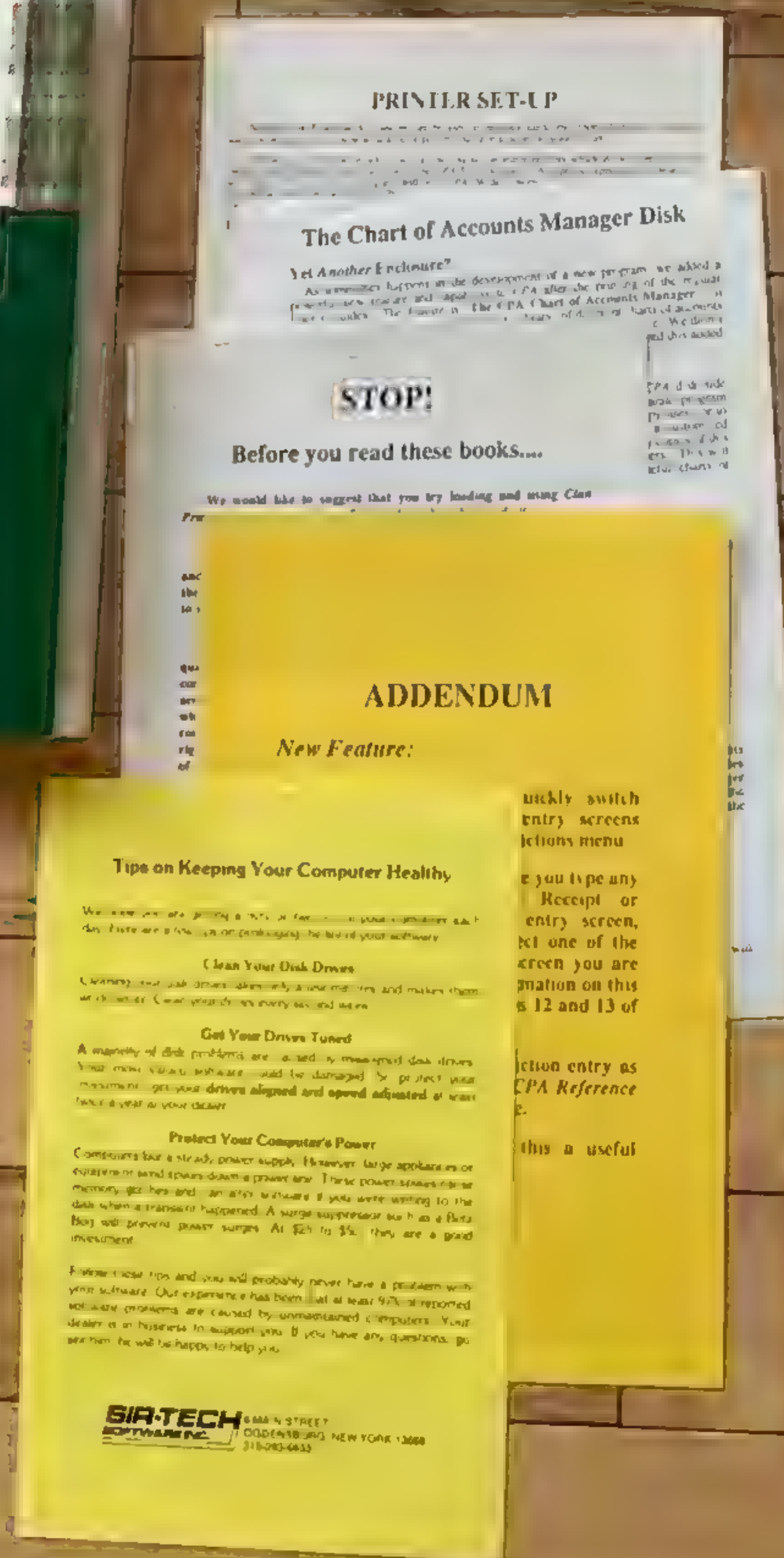
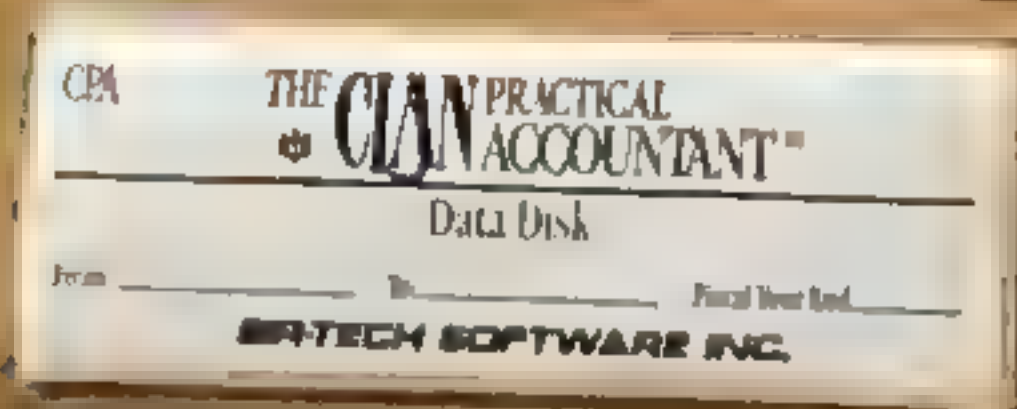
Department Report

CPA - 5/5/85
HTA
Month to date: 5/1/85
Year to date: 5/1/85
Report of: 1. Income Statement
2. Balance Sheet
3. Cash Flow Statement
4. Profit and Loss Statement
5. Statement of Retained Earnings
6. Statement of Assets and Liabilities
7. Statement of Equity
8. Statement of Comprehensive Income
9. Statement of Financial Position
10. Statement of Financial Performance
11. Statement of Financial Condition
12. Statement of Financial Health
13. Statement of Financial Strength
14. Statement of Financial Stability
15. Statement of Financial Security
16. Statement of Financial Soundness
17. Statement of Financial Integrity
18. Statement of Financial Honesty
19. Statement of Financial Trustworthiness
20. Statement of Financial Reliability
21. Statement of Financial Accountability
22. Statement of Financial Responsibility
23. Statement of Financial Transparency
24. Statement of Financial Openness
25. Statement of Financial Candor
26. Statement of Financial Sincerity
27. Statement of Financial Truthfulness
28. Statement of Financial Fairness
29. Statement of Financial Justice
30. Statement of Financial Equity

NO. 1 SAMPLE	CPA	Year to date: 5/1/85
INCOME STATEMENT		
REVENUE	1000.00	1000.00
EXPENSES	200.00	200.00
NET INCOME	800.00	800.00
BALANCE SHEET		
ASSETS	1000.00	1000.00
LIABILITIES	200.00	200.00
EQUITY	800.00	800.00
CASH FLOW STATEMENT		
CASH	1000.00	1000.00
INVESTMENTS	200.00	200.00
FINANCING	800.00	800.00
PROFIT AND LOSS STATEMENT		
REVENUE	1000.00	1000.00
EXPENSES	200.00	200.00
NET INCOME	800.00	800.00
STATEMENT OF RETAINED EARNINGS		
RETAINED EARNINGS	1000.00	1000.00
STATEMENT OF ASSETS AND LIABILITIES		
ASSETS	1000.00	1000.00
LIABILITIES	200.00	200.00
EQUITY	800.00	800.00
STATEMENT OF EQUITY		
EQUITY	1000.00	1000.00
STATEMENT OF COMPREHENSIVE INCOME		
COMPREHENSIVE INCOME	1000.00	1000.00
STATEMENT OF FINANCIAL POSITION		
FINANCIAL POSITION	1000.00	1000.00
STATEMENT OF FINANCIAL PERFORMANCE		
FINANCIAL PERFORMANCE	1000.00	1000.00
STATEMENT OF FINANCIAL CONDITION		
FINANCIAL CONDITION	1000.00	1000.00
STATEMENT OF FINANCIAL HEALTH		
FINANCIAL HEALTH	1000.00	1000.00
STATEMENT OF FINANCIAL STRENGTH		
FINANCIAL STRENGTH	1000.00	1000.00
STATEMENT OF FINANCIAL STABILITY		
FINANCIAL STABILITY	1000.00	1000.00
STATEMENT OF FINANCIAL SECURITY		
FINANCIAL SECURITY	1000.00	1000.00
STATEMENT OF FINANCIAL SOUNDNESS		
FINANCIAL SOUNDNESS	1000.00	1000.00
STATEMENT OF FINANCIAL INTEGRITY		
FINANCIAL INTEGRITY	1000.00	1000.00
STATEMENT OF FINANCIAL HONESTY		
FINANCIAL HONESTY	1000.00	1000.00
STATEMENT OF FINANCIAL TRUTHFULNESS		
FINANCIAL TRUTHFULNESS	1000.00	1000.00
STATEMENT OF FINANCIAL FAIRNESS		
FINANCIAL FAIRNESS	1000.00	1000.00
STATEMENT OF FINANCIAL JUSTICE		
FINANCIAL JUSTICE	1000.00	1000.00
STATEMENT OF FINANCIAL EQUITY		
FINANCIAL EQUITY	1000.00	1000.00

Transaction Report





WALL CHART

THE CLAN PRACTICAL ACCOUNTANT™

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Published by Sir-Tech Software, Inc.



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applications software copyright 1986
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September 28, 1986

Printed in Canada

Utilities

C P A 3/5/86 M

UTILITIES

Make a backup copy

Create new data disk

Bring forward balances

Quit to main menu

Which?

Main Menu

C P A 3/5/86 M

>MR. J. SAMPLE
MAIN MENU:

Setup

Enter transactions

Reconcile bank statement

Set-up

C P A 3/5/86 M

>MR. J. SAMPLE
SET-UP:

Chart of accounts

Name the disk & reports

Department names

Subtotals for reports

Automatic transaction setup

Password setup

Initialize printer

Quit to main menu

Which?

C P A 3/5/86 M

>MR. J. SAMPLE
NAME THE DISK & REPORTS

Current disk name:
MR. J. SAMPLE

New disk name:

RETURN (with no entry) for no change.
RETURN (with space) to clear

C P A 3/5/86 M

>MR. J. SAMPLE
SUBTOTALS FOR REPORTS

Start	End	Sub Total	Name
100	109		BANK ACCOUNTS
300	305		EARNED INCOME
400	410		LIVING EXPENSES
411	410		SHELTER
419	431		DEDUCTIBLE
440	443		WITHHOLDING

Select start account:
(Then ESC to remove)

4 more are allowed (10 maximum)
RETURN to exit

C P A 3/5/86 M

>MR. J. SAMPLE
SET-UP:
PASSWORD SET-UP

Current password =

New password =

WARNING: This password is required
to use this data disk

RETURN (with no entry) for no change.
RETURN (with space) to clear

Enter Transactions

C P A 3/5/86 M

>MR. J. SAMPLE
ENTER TRANSACTIONS:

Payments entry

Receipts entry

Transfer/journal entry

Correct transaction file

Select bank

View liquid assets

Quit to main menu

Set-up

C P A 3/5/86
MS

>MR. J. SAMPLE
SET-UP:

C(hart of accounts) ■ ■ ■ ■ ■
N(ame the disk & reports) ■ ■ ■ ■ ■
D(epartment names) ■ ■ ■ ■ ■
S(ubtotals for reports) ■ ■ ■ ■ ■
A(utomatic transaction setup) ■ ■ ■ ■ ■
P(assword setup) ■ ■ ■ ■ ■
I(nitalize printer) ■ ■ ■ ■ ■
Q(uit to main menu)
Which:

C P A 3/5/86
MSN

>MR. J. SAMPLE
NAME THE DISK & REPORTS

Current disk name:
MR. J. SAMPLE
New disk name:
RETURN (with no entry) for no change,
RETURN (with space) to clear

C P A 3/5/86
MSC

>MR. J. SAMPLE
CHART OF ACCOUNTS

E(dit account name) ■ ■ ■ ■ ■
L(ist chart of accounts)
Q(uit)
Which:

C P A 3/5/86
MSD

>MR. J. SAMPLE
SET-UP:

DEPARTMENT NAMES
Dept Name
0 HOME
1 RENTAL
2
3
4
5
6
7
Which:

RETURN to exit

C P A 3/5/86
MSS

>MR. J. SAMPLE
SUBTOTALS FOR REPORTS

Start	End	Sub Total	Name
100	109		BANK ACCOUNTS
300	305		EARNED INCOME
400	410		LIVING EXPENSES
411	418		SHELTER
419	431		DEDUCTIBLE
440	443		WITHHOLDING

Select start account:
(Then ESC to remove)

4 more are allowed (10 maximum)
RETURN to exit

C P A 3/5/86
MSA

>MR. J. SAMPLE
AUTOMATIC TRANSACTIONS SET-UP:

E(enter or change information)
R(emove ALL automatic instructions)
Q(uit)
Which?

C P A 3/5/86
MSP

>MR. J. SAMPLE
SET-UP:

PASSWORD SET-UP

Current password =
New password =

WARNING: This password is required
to use this data disk

RETURN (with no entry) for no change,
RETURN (with space) to clear

C P A 3/5/86
MSI

>MR. J. SAMPLE
SET-UP:

0 *No printer
1 80 column (only)
2 14" carriage

Monthly Report

Reconcile Bank Statement

Enter Transactions

C P A 3/5/86
MR. J. SAMPLE
RECONCILE BANK STATEMENT:
A CHECKING ACCT
Which calendar month? 1
(0,1)

A CHECKING ACCT Account Transactions

Date	Payee/Payor	Check	Amount	Cird	Rec	Acc	by Date	- Cleared January	3/5/86
1/1	MR. EMPLOYER	DEP	1275.00	1	11	300			
1/15	TELEPHONE CO DIV.	DEP	112.50	1	38	306			
	TOTAL		2662.50		27	306			
1/5	STATE SAVINGS & L	AT	-775.00	1	16	413			
1/5	STATE SAVINGS & L	AT	-125.00	1	17	417			
1/15	MUTUAL LIFE INS C	AT	-115.00	1	24	430			
1/4	JONES MKT	AT	-115.00	1	38	405			
1/5	GAS CO.	AT	-125.00	1	38	405			
1/5	EDISON CO.	AT	-137.00	1	38	405			
1/5	BELL PHONES	AT	-75.00	1	19	411			
1/9	CASH	AT	-39.27	1	20	109			
1/10	MAC'S GARAGE	AT	-100.00	1	22	410			
1/15	TELEPHONE CO DIV.	DEP	112.50	1	26	306			
1/15	MR. EMPLOYER	DEP	1275.00	1	25	431			
1/20	MUTUAL LIFE INS C	AT	-115.00	1	24	430			

Press <RETURN> to continue
<ESC to exit>

C P A 3/5/86
MR. J. SAMPLE
RECONCILE BANK STATEMENT:
List A CHECKING ACCT transactions
Cleared transactions
Outstanding transactions
Date sequence
Number sequence
Which?

A CHECKING ACCT Account Transactions Summary

Date	Payee/Payor	Check	Amount	Cird	Rec	Acc	by Date	- Outstanding Items	3/5/86
2/1	MR. EMPLOYER	DEP	1275.00	?	40	300			
2/15	MR. EMPLOYER	DEP	1275.00	?	62	300			
3/1	MR. EMPLOYER	DEP	1275.00	?	76	300			
	TOTAL		3825.00						
2/5	STATE SAVINGS & L	AT	-775.00	?	47	413			
2/5	STATE SAVINGS & L	AT	-125.00	?	48	417			
2/15	MUTUAL LIFE INS C	AT	-115.00	?	49	416			
1/25	DR. SMITH	AT	-115.00	?	61	431			
1/27	DR. JONES	AT	-115.00	?	75	430			
1/30	SAVINGS TRANSFER	AT	-75.00	?	35	202			
2/5	DR. SCHOLLS SHOES	AT	-200.00	?	44	424			
2/5	SMITH HARDWARE	AT	-28.75	?	46	102			
	TOTAL		-47.76	?	52	416			

Press <RETURN> to continue
<ESC to exit>

C P A 3/5/86
MR. J. SAMPLE
RECONCILE BANK STATEMENT:
List A CHECKING ACCT transactions
by Date
From 0/06
thru
Return = 3/86

A CHECKING ACCT Account Transactions

Date	Payee/Payor	Check	Amount	Cird	Rec	Acc	by Date	- All Entries	3/5/86
0/0	OPEN BALANCE		473.21	0	1	299			
1/1	MR. EMPLOYER	DEP	1275.00	1	11	300			
1/4	JONES MKT	AT	-115.39	1	38	405			
1/5	STATE SAVINGS & L	AT	-775.00	1	16	413			
1/5	STATE SAVINGS & L	AT	-125.00	1	17	417			
1/5	STATE SAVINGS & L	AT	-115.00	1	24	430			
1/5	GAS CO.	AT	-125.00	1	38	405			
1/5	EDISON CO.	AT	-137.00	1	38	405			
1/5	BELL PHONES	AT	-75.00	1	19	411			
1/9	CASH	AT	-39.27	1	20	109			
1/10	MAC'S GARAGE	AT	-100.00	1	22	410			
1/15	TELEPHONE CO DIV.	DEP	112.50	1	26	306			
1/15	MR. EMPLOYER	DEP	1275.00	1	25	431			
1/20	MUTUAL LIFE INS C	AT	-115.00	1	24	430			

Press <RETURN> to continue
<ESC to exit>

C P A 3/5/86
MR. J. SAMPLE
RECONCILE BANK STATEMENT:
Balance A CHECKING ACCT
January
Prior Balance = 473.21
Deposit total = 2662.50
total Checks = -2270.04
Statement Bal = 865.67
Outstanding Cks = -3278.59
Deposits Not Ckd = 3825.00
Current Balance = 1412.08 ***
Press <RETURN> to continue

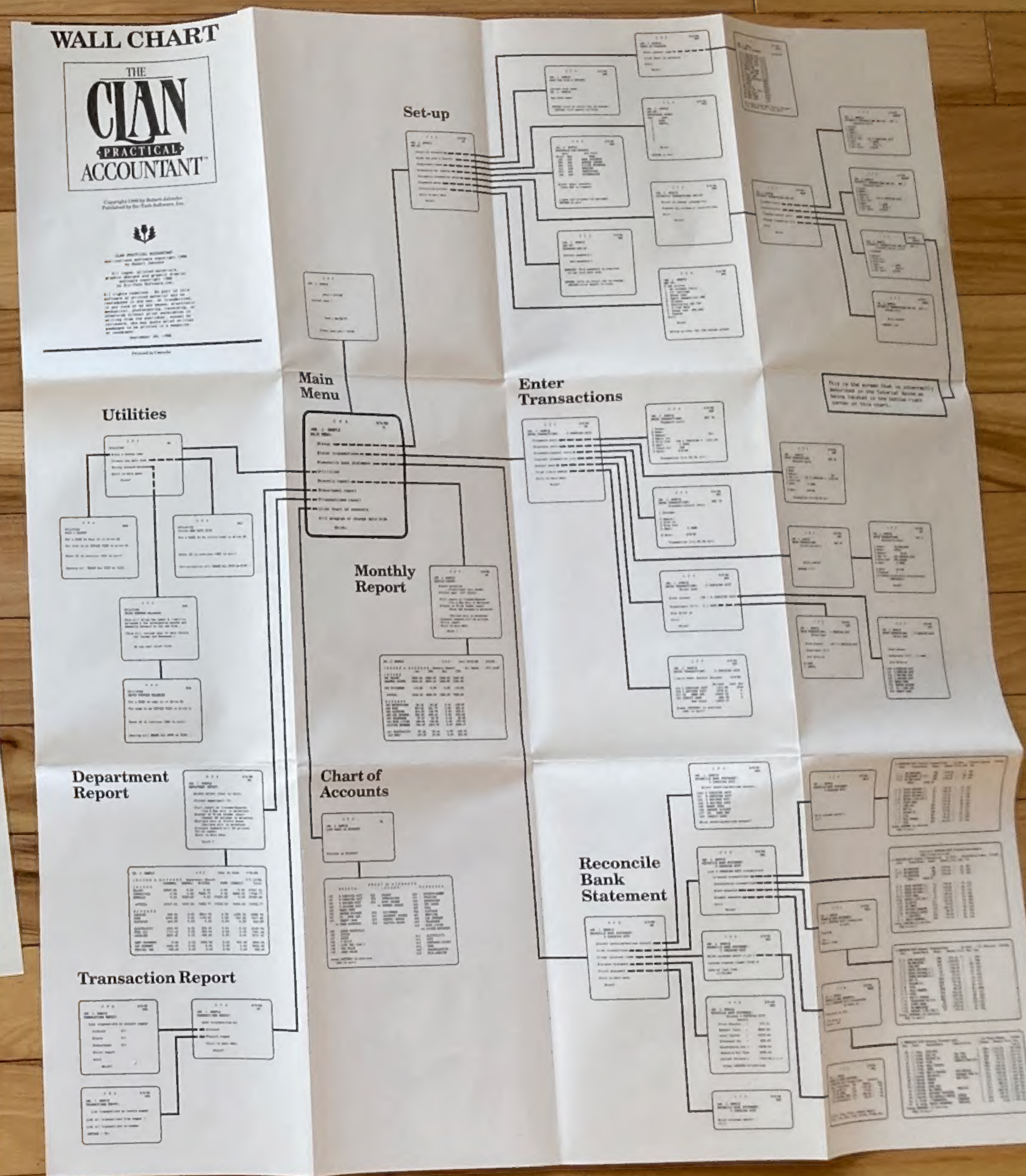
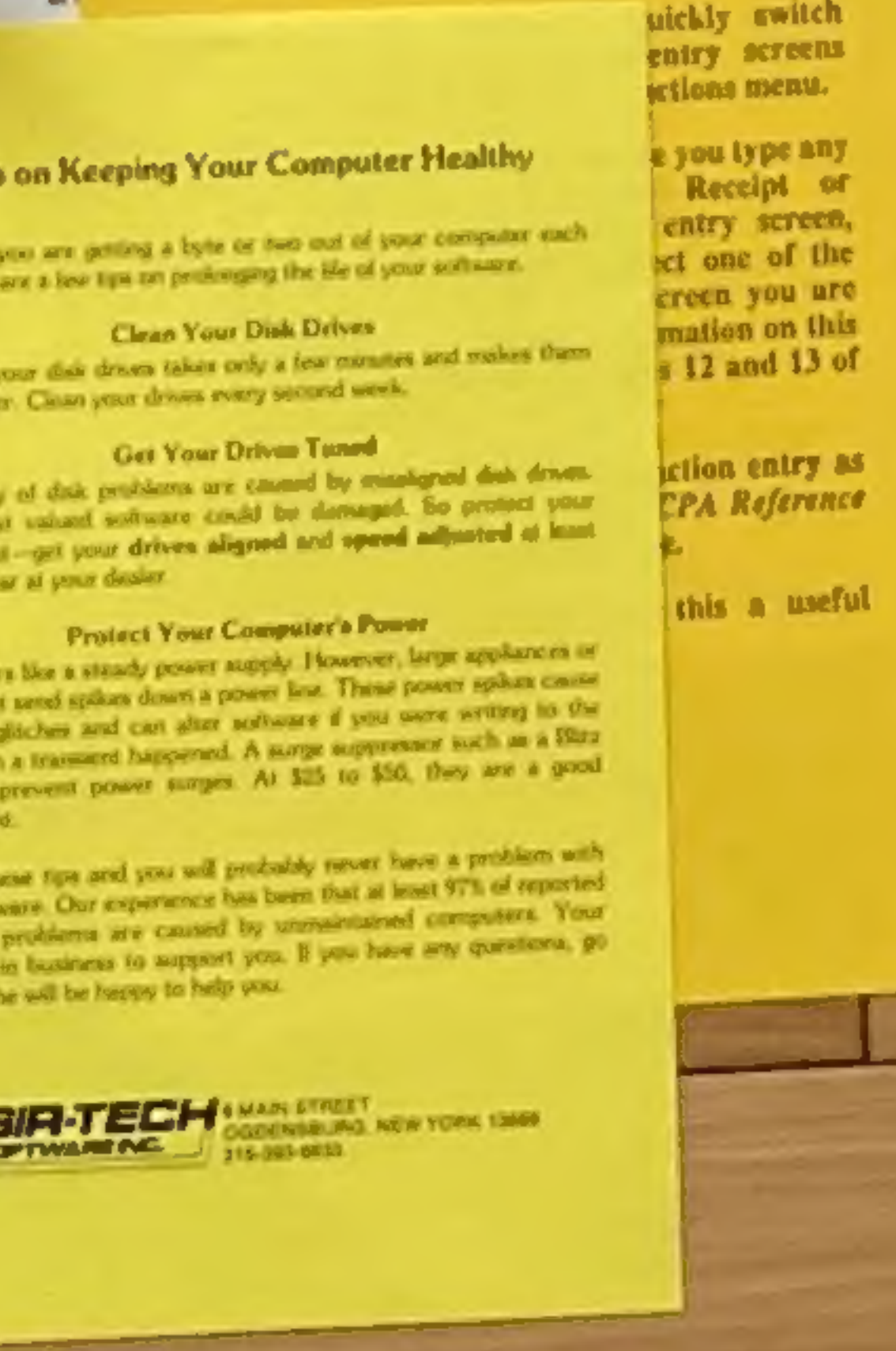
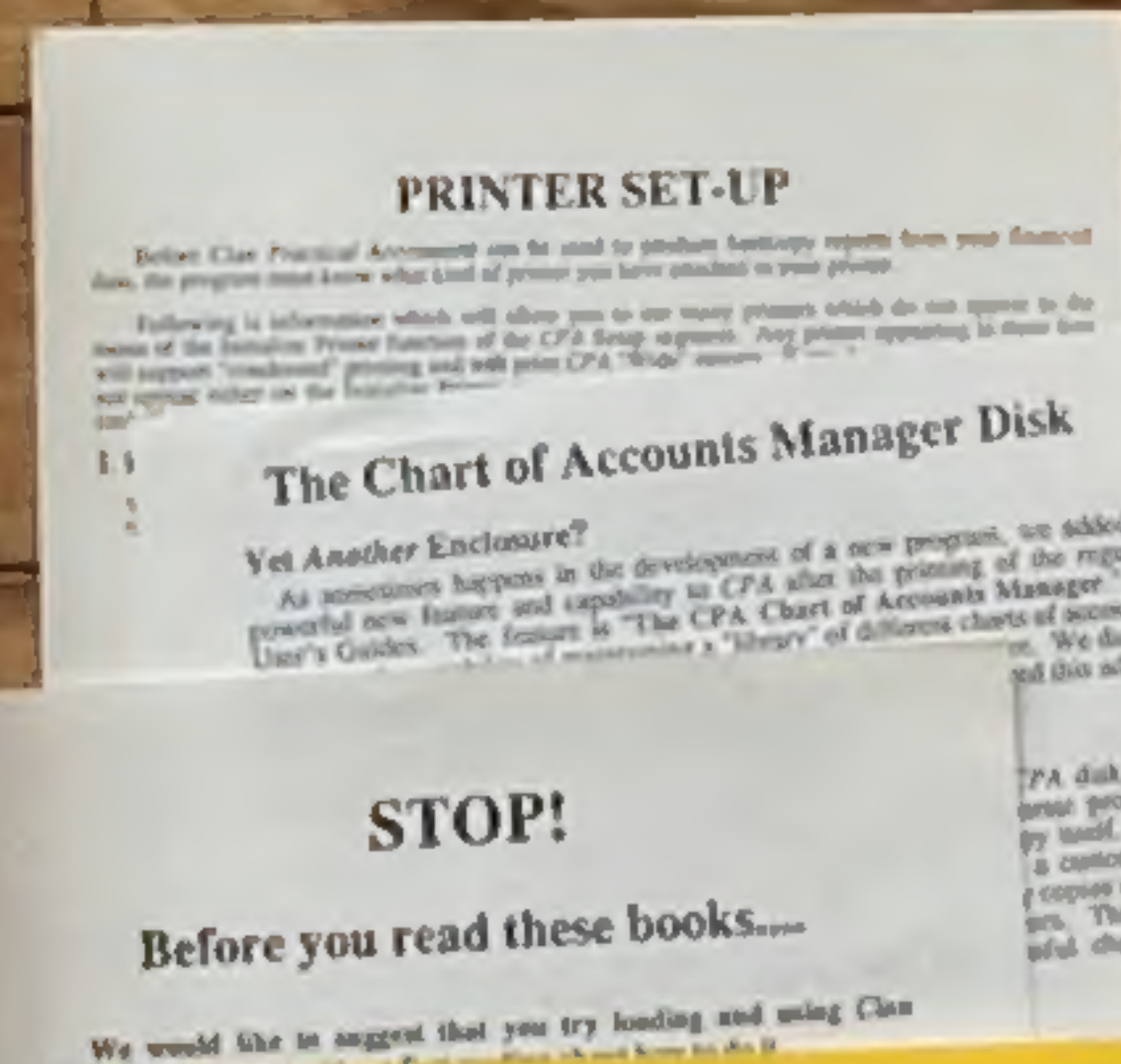
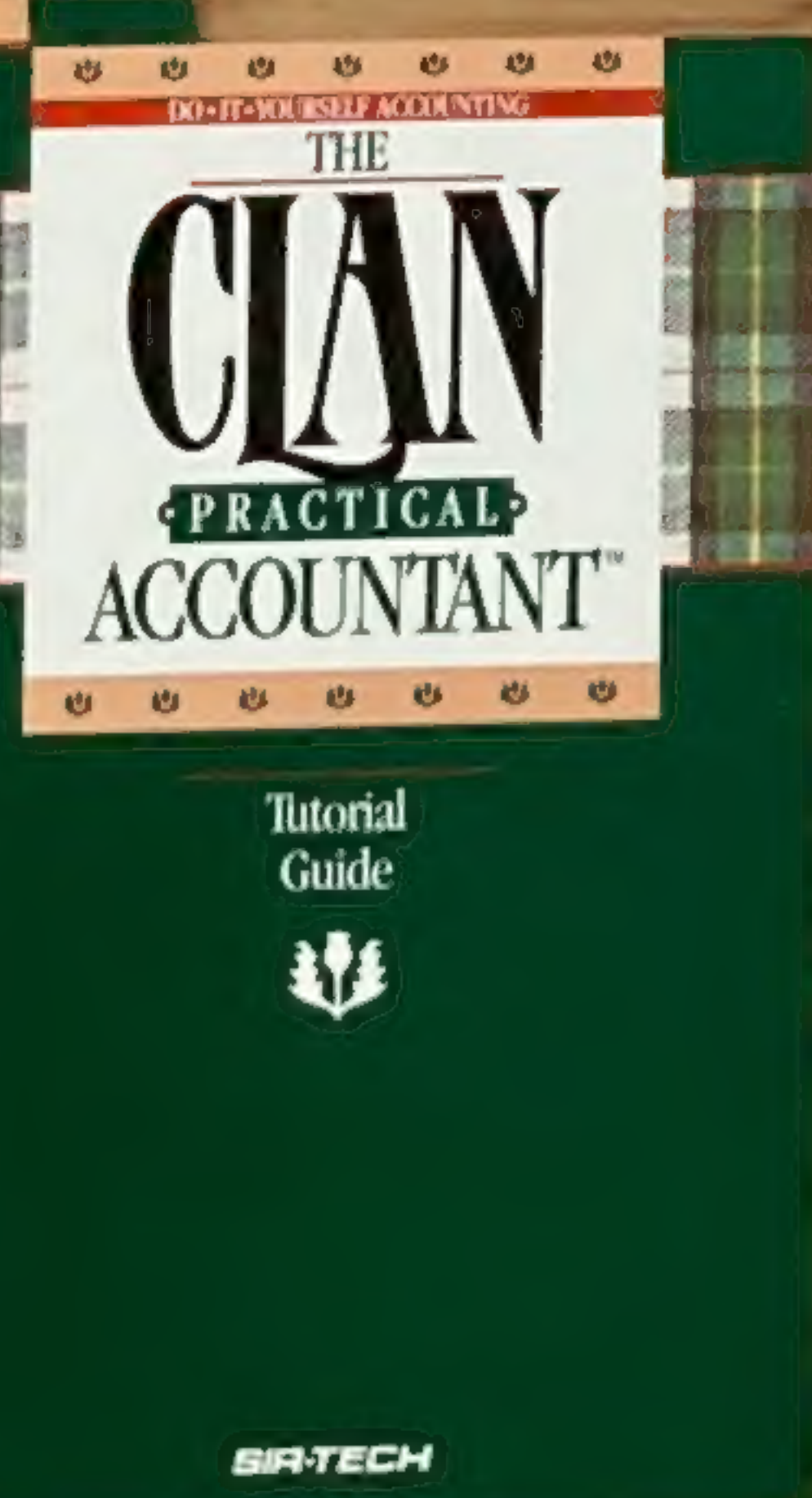
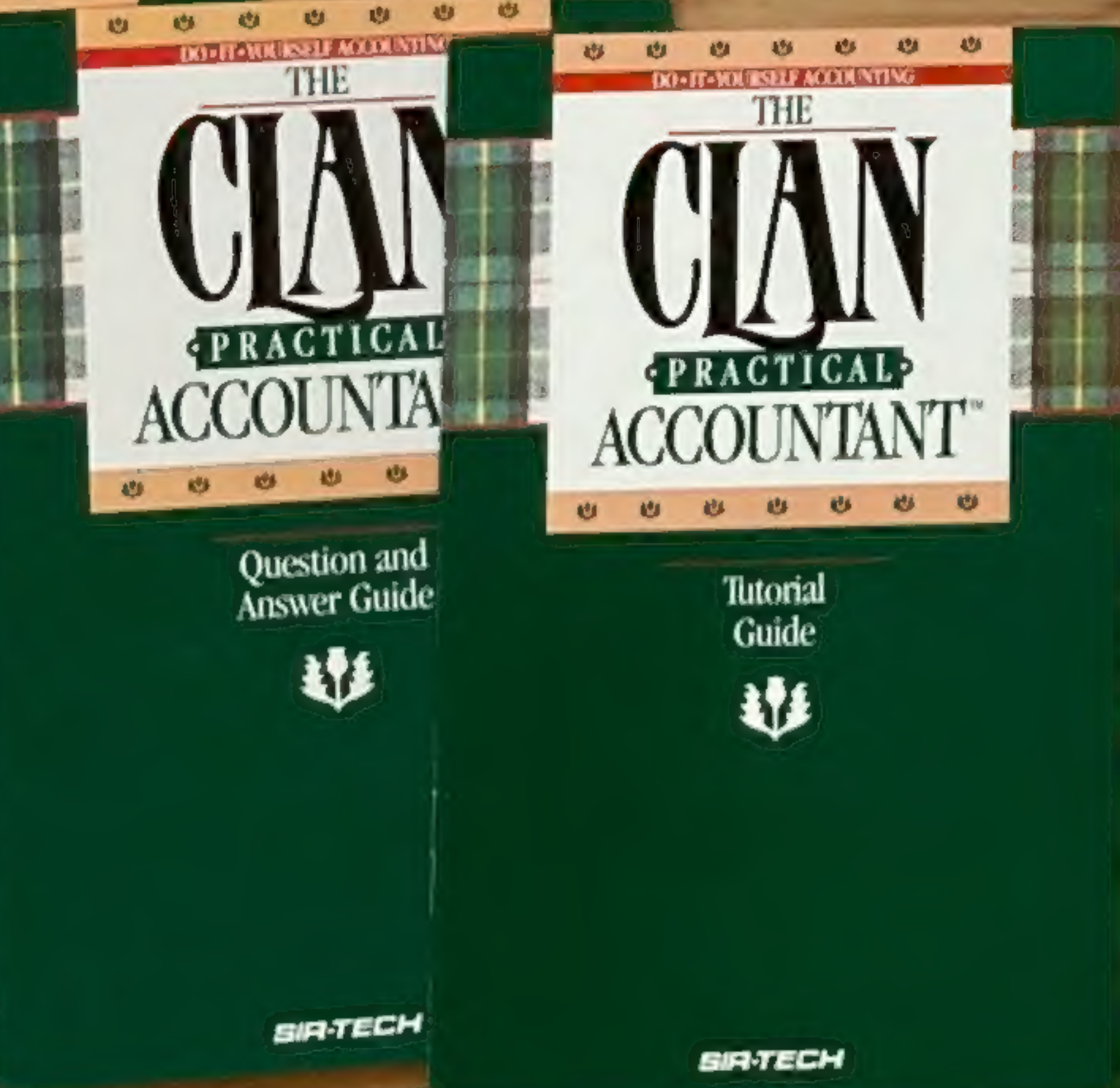
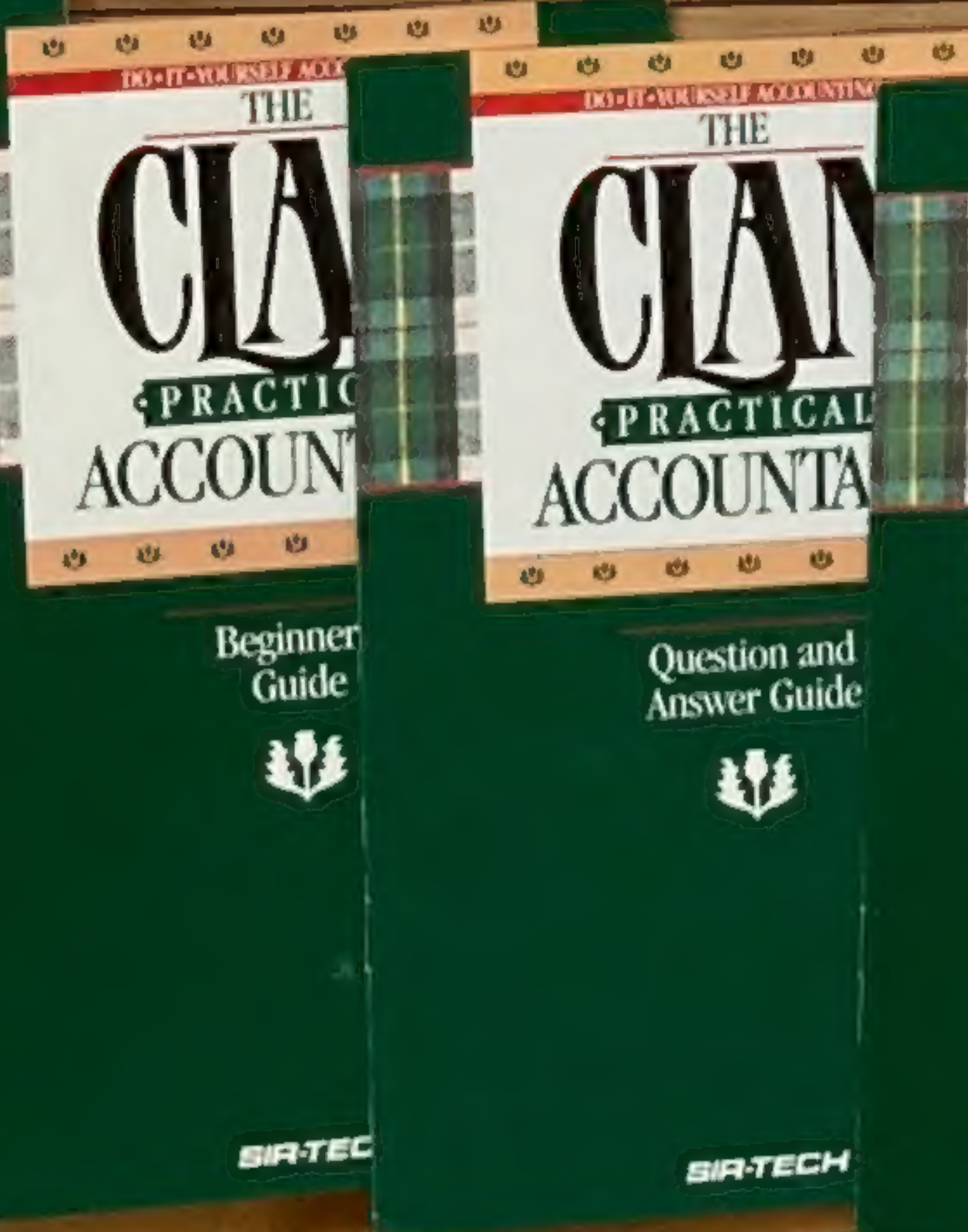
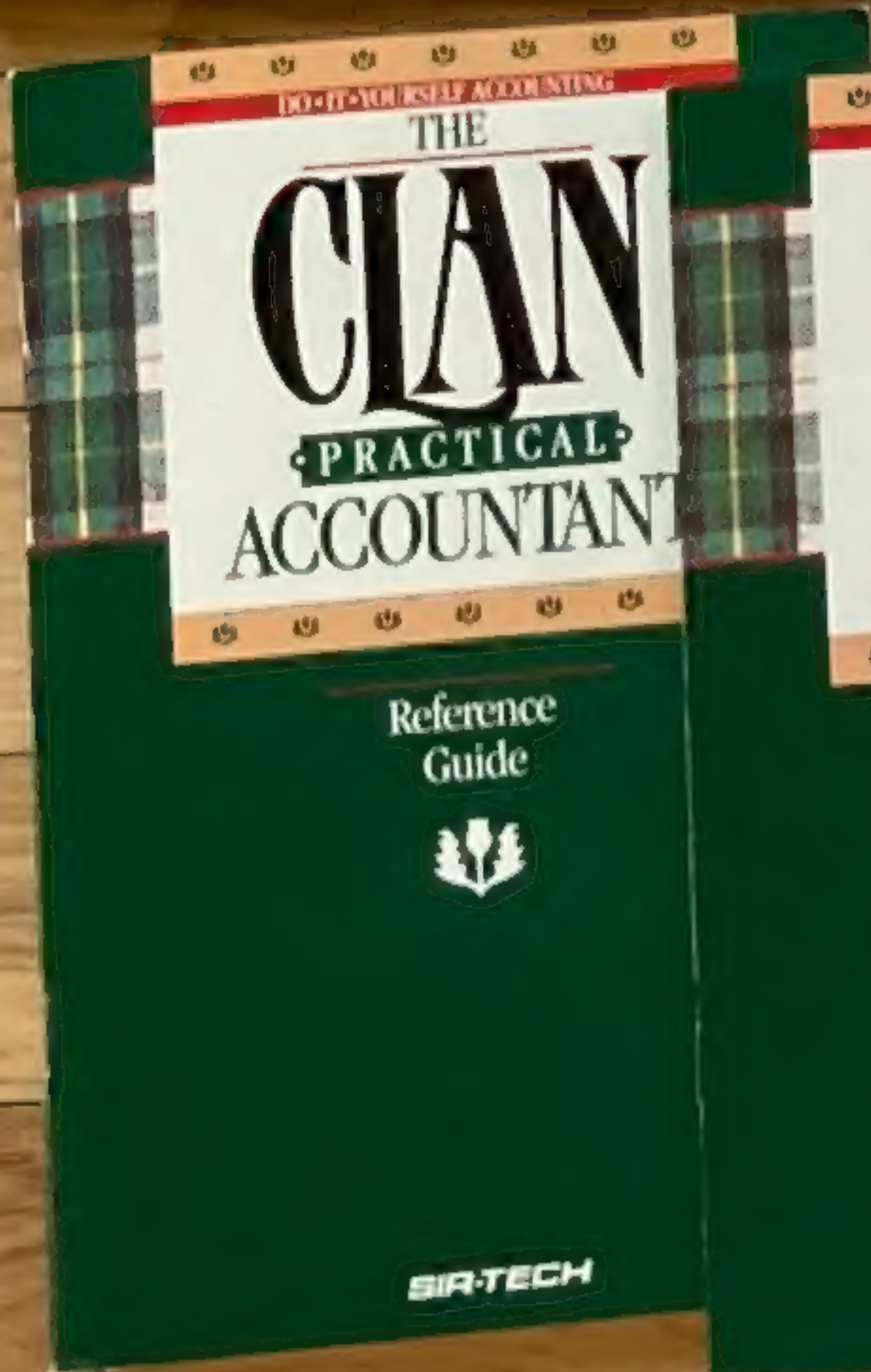
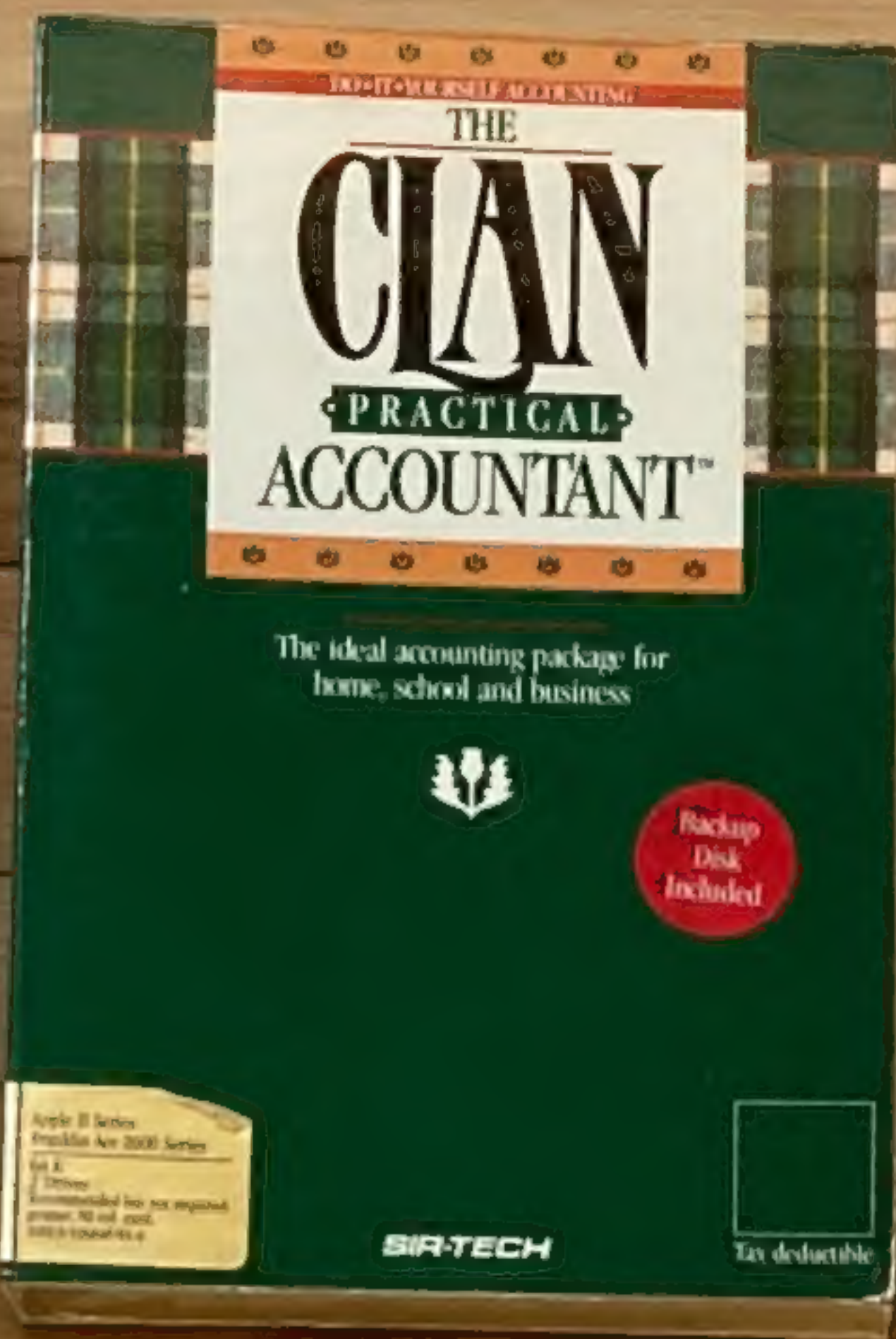
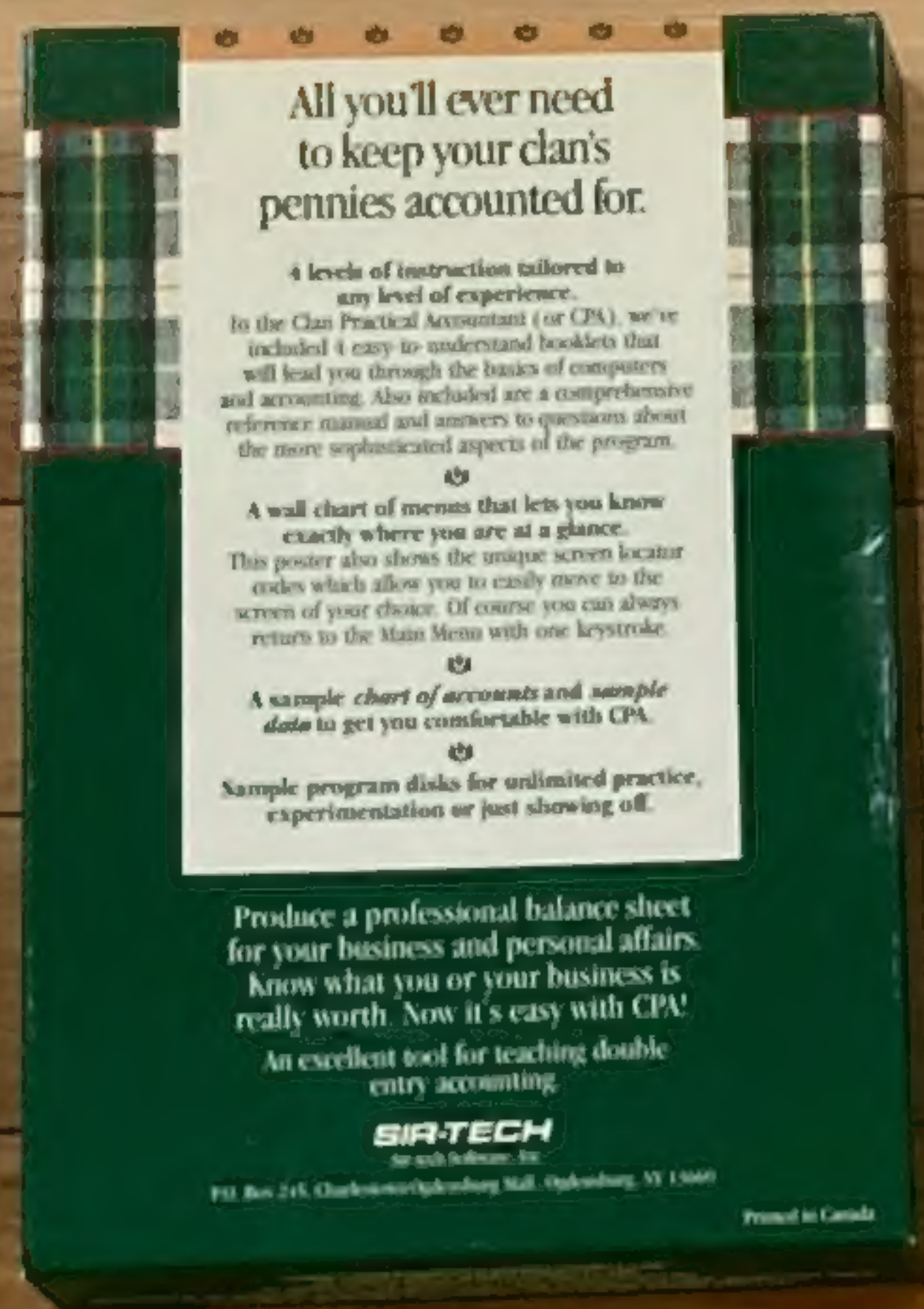
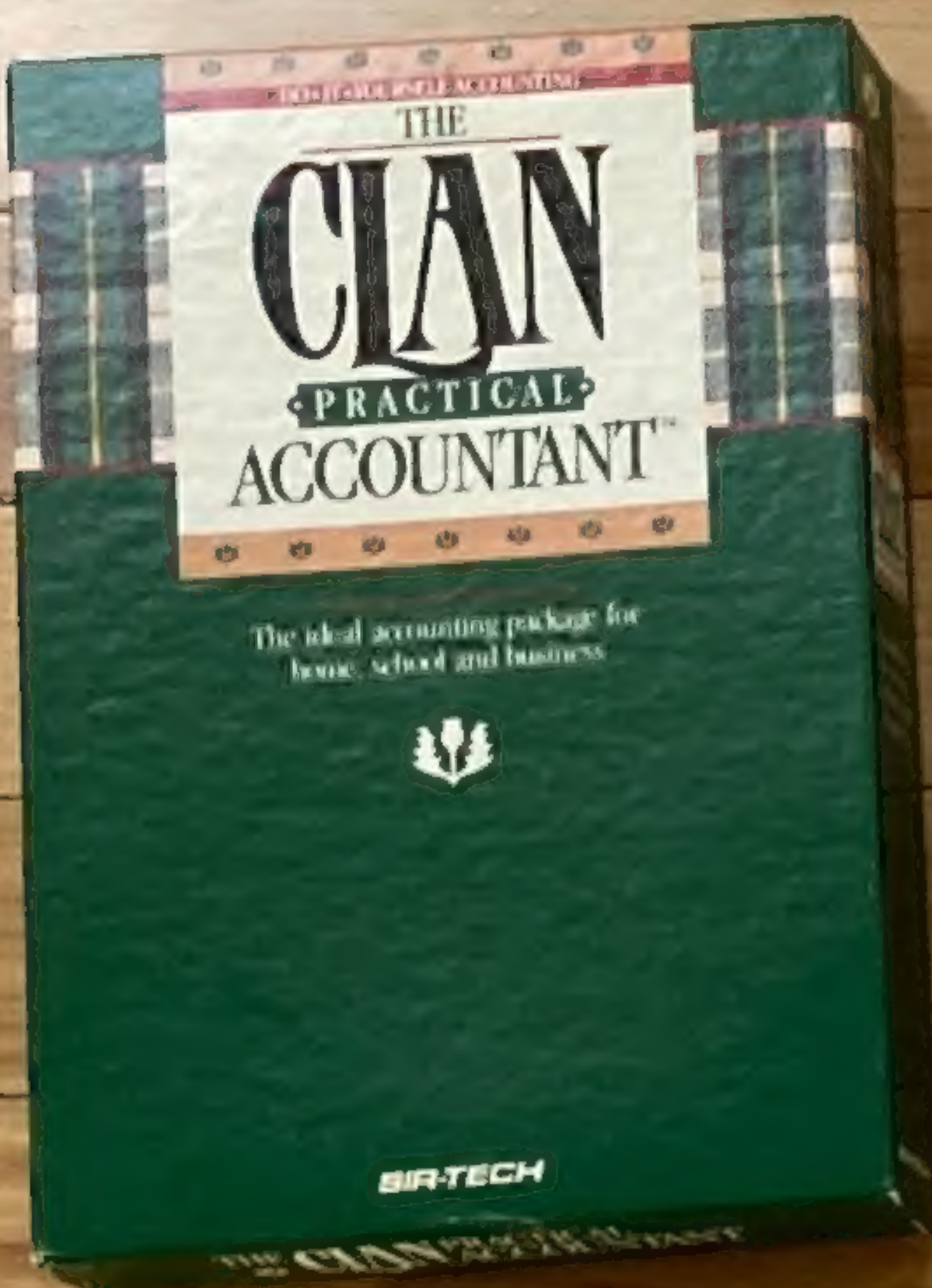
A CHECKING ACCT Account Transactions

Rec	Date	Payee/Payor	Description	D Check	Amount	Cird	3/5/86
38	1/4/86	JONES MKT		0	204	-115.39	1 100 405
18	1/5/86	GAS CO.		0	205	-137.00	1 100 412
19	1/5/86	EDISON CO.	DEC HTG.	0	206	-57.32	1 100 411
20	1/5/86	VISA	DEC ELEC	0	207	-75.00	1 100 109
21	1/5/86	BELL PHONES	CREDIT CARD PM	0	208	-39.27	1 100 409
22	1/9/86	CASH		0	209	-100.00	1 100 410
23	1/9/86	MAC'S GARAGE	CAR REPAIR	0	210	-227.50	1 100 408
35	1/25/86	DR. SMITH	PAYMENT FOR OP	0	211	-100.00	1 100 202
36	1/25/86	SEARS	NEW SUIT	0	212	-175.33	1 100 406
37	1/25/86	CASH		0	213	-100.00	1 100 410
39	1/27/86	JONES MKT		0	214	-88.23	1 100 405
44	1/27/86	DR. JONES	DENTIST	0	215	-75.00	1 100 405
45	1/30/86	SAVINGS TRANSFER		0	216	-200.00	1 100 424
46	1/30/86	DR. SCHOLLS SHOES	SHOES	0	217	-28.75	1 100 102
50	2/5/86	J. YASHIMOTO	GARDNER	0	218	-65.00	1 100 406
51	2/5/86	SMITH HARDWARE	REPAIRS	0	219	0.00	1 100 414

Press <RETURN> to continue
<ESC to exit>

C P A 3/5/86
MR. J. SAMPLE
RECONCILE BANK STATEMENT:
A CHECKING ACCT Transactions
January
Date Payee/Payor Chk Amount Rec
1/25 DR. SMITH 211 -100.00 ? 35
1/27 DR. JONES 215 -75.00 ? 44
1/30 SAVINGS TRAN 216 -200.00 ? 45
1/30 DR. SCHOLLS S 217 -28.75 ? 46

X=Cird, ?=Out, V=old, C=change Amount,
O=uit, U=p, D=wn, T=op, B=ttom, P=age dwn



WARRANTY REGISTRATION CARD

311920

Name: _____ State: _____ Zip: _____ Phone: _____

City: _____ Date Purchased: _____

Software Purchased: _____

Purchased Where: _____

Classified as: ☐ Computer Store ☐ Hobby Store ☐ Mail Order ☐ Book Store

Age: ☐ Under 10 ☐ 10-15 ☐ 16-18 ☐ 19-24 ☐ 25-34 ☐ 35-50 ☐ Over 50

I heard about this program from: ☐ A magazine ☐ A friend ☐ A local computer store

Sex of purchaser: ☐ Male ☐ Female

Sex of primary user: ☐ Male ☐ Female

Which magazine do you read? _____

Your computer brand name: _____

When purchased this program? ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th ☐ 9th ☐ 10th

Age of purchase: ☐ Under 10 ☐ 10-15 ☐ 16-18 ☐ 19-24 ☐ 25-34 ☐ 35-50 ☐ Over 50

Age of primary user: ☐ Under 10 ☐ 10-15 ☐ 16-18 ☐ 19-24 ☐ 25-34 ☐ 35-50 ☐ Over 50

Sex of purchaser: ☐ Male ☐ Female

Sex of primary user: ☐ Male ☐ Female

PLEASE SPECIFY WARRANTY REASON(S) IN BOX: _____

PLEASE RETURN CARD TO: SIR-TECH SOFTWARE INC., 1100 N. 10TH AVE., SUITE 100, DENVER, CO 80202

CPA THE CLAN PRACTICAL ACCOUNTANT Data Disk

From: _____ To: _____ Fiscal Year End: _____

SIR-TECH SOFTWARE INC.